MTR Corporation Limited

Procurer User Manual

of

Secure Electronic Tendering System

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Global e-Business Services Limited

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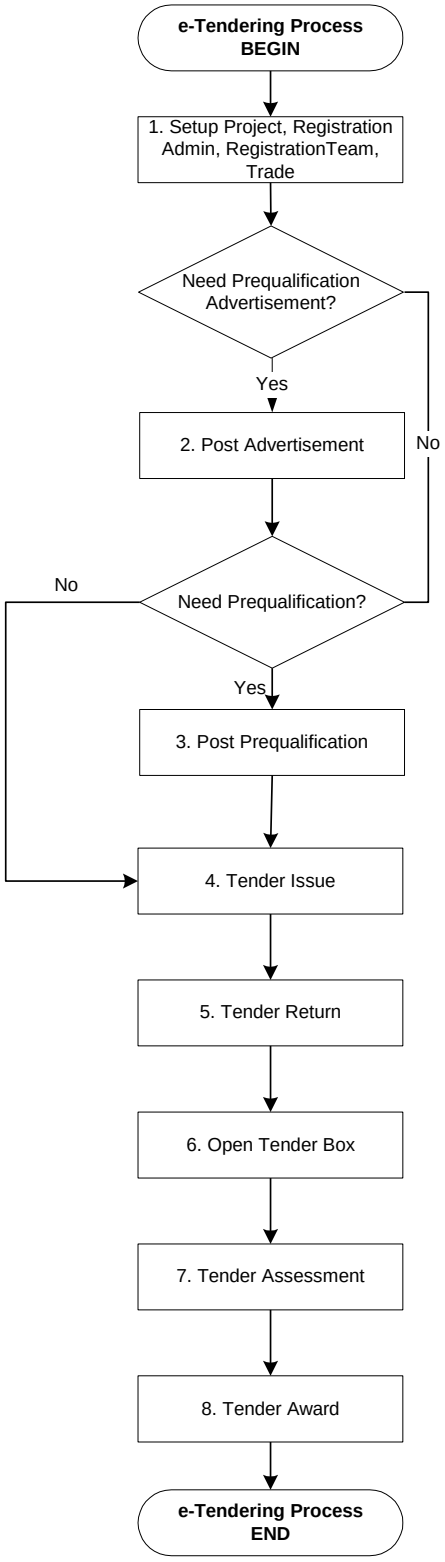
I. Overview

In this manual, the operation of the E-Tendering System in different sections is described. Here is an overview of the business process flow.

e-Tendering Business Process Flow



Note: The terms "contractor" and "supplier" as used throughout this manual should be referred to "supplier / contractor".

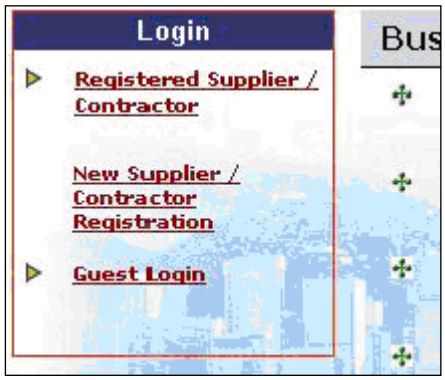
A. Log on to E-Tendering System

Before logon to the E-Tendering System, please make sure that the computer is connected with Internet through browser and meet the following minimum requirements.

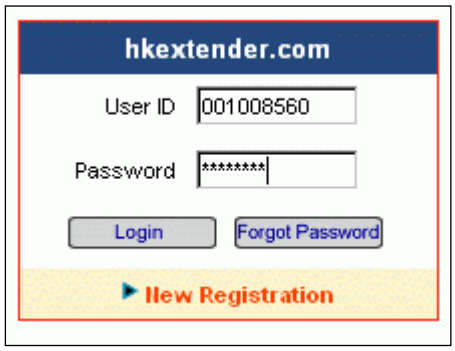
Operating system:	Windows XP or above
Browser:	Internet Explorer 6 or above
Internet Service:	Any one of the Internet Service Provider (ISP)

Logon Procedure:

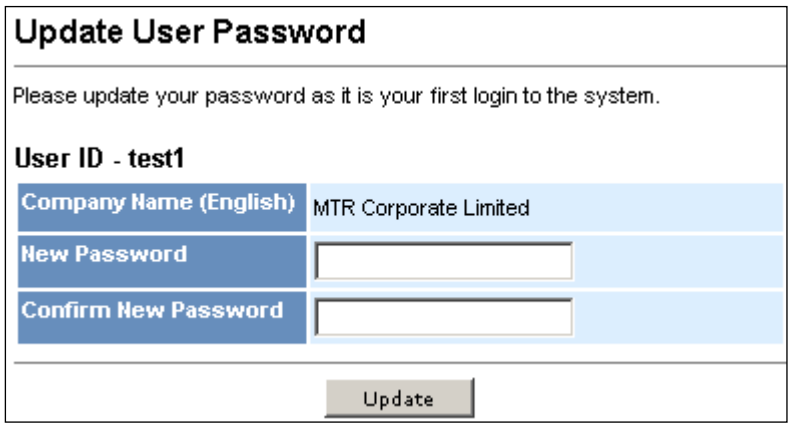
Step 1. Click "Registered Supplier / Contractor" on homepage of www.hkextender.com to initiate the logon screen.



Step 2. Type in User ID and Password. Then click "Login" button to logon.



Step 3: If it is the first time logging in to the system, the user would be required to change his password, then enter the NEW password and CONFIRM the new password entered by inputting the password again.


Update User Password
Please update your password as it is your first login to the system.
User ID - test1
Company Name (English)
MTR Corporate Limited
New Password
Confirm New Password
Update

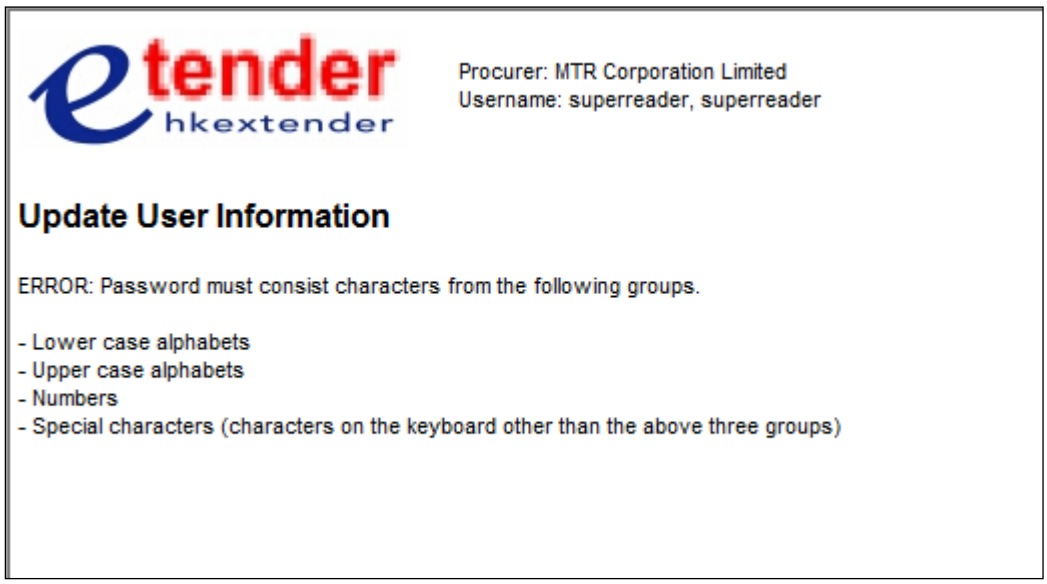
Note:

- Please make sure your password is at least 8 characters long.

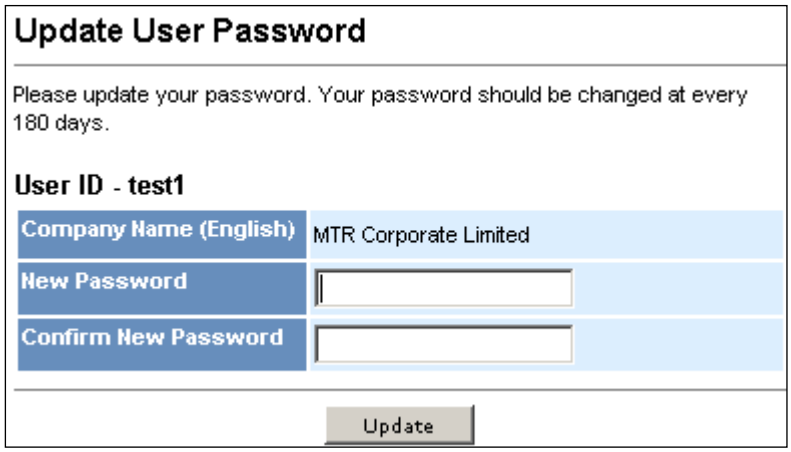
  Below message will be shown if password is less than 8 characters long:

- Please make sure your password is consist of below group:
  - Lower case alphabets
  - Upper case alphabets
  - Numbers
  - Special characters (characters on the keyboard other than the above three group

  Otherwise error message will be shown:

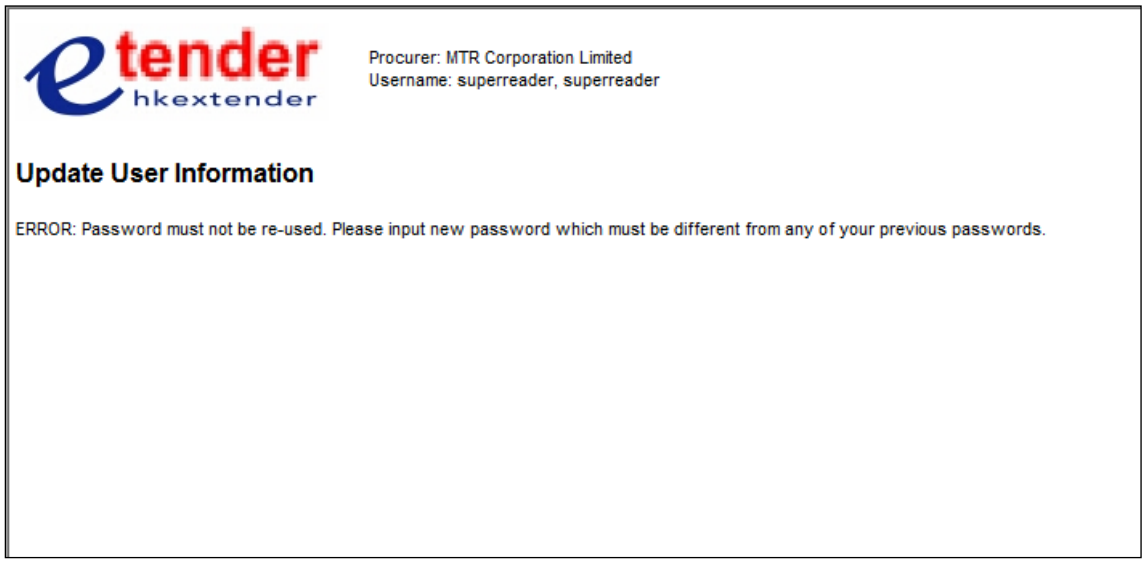

etender
hkextender
Procurer: MTR Corporation Limited
Username: superreader, superreader
Update User Information
ERROR: Password must consist characters from the following groups.
- Lower case alphabets
- Upper case alphabets
- Numbers
- Special characters (characters on the keyboard other than the above three groups)

- Your password should be changed at every 180 days


Update User Password
Please update your password. Your password should be changed at every 180 days.
User ID - test1
Company Name (English)
MTR Corporate Limited
New Password
Confirm New Password
Update

- Account locked after consecutive 5 failures of logon attempt

- Below error message will be shown if you update the password using previous one:


etender
hkextender
Procurer: MTR Corporation Limited
Username: superreader, superreader
Update User Information
ERROR: Password must not be re-used. Please input new password which must be different from any of your previous passwords.

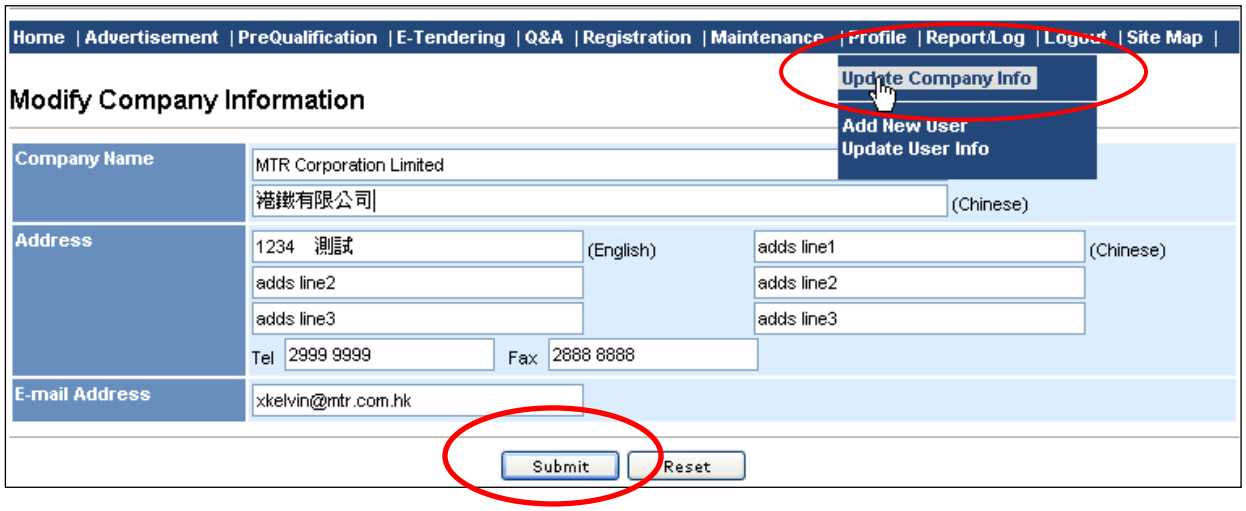
Note: Please click “Logout” button upon finishing of working in the system.

II. Procurer Profile

A. Update Company Information

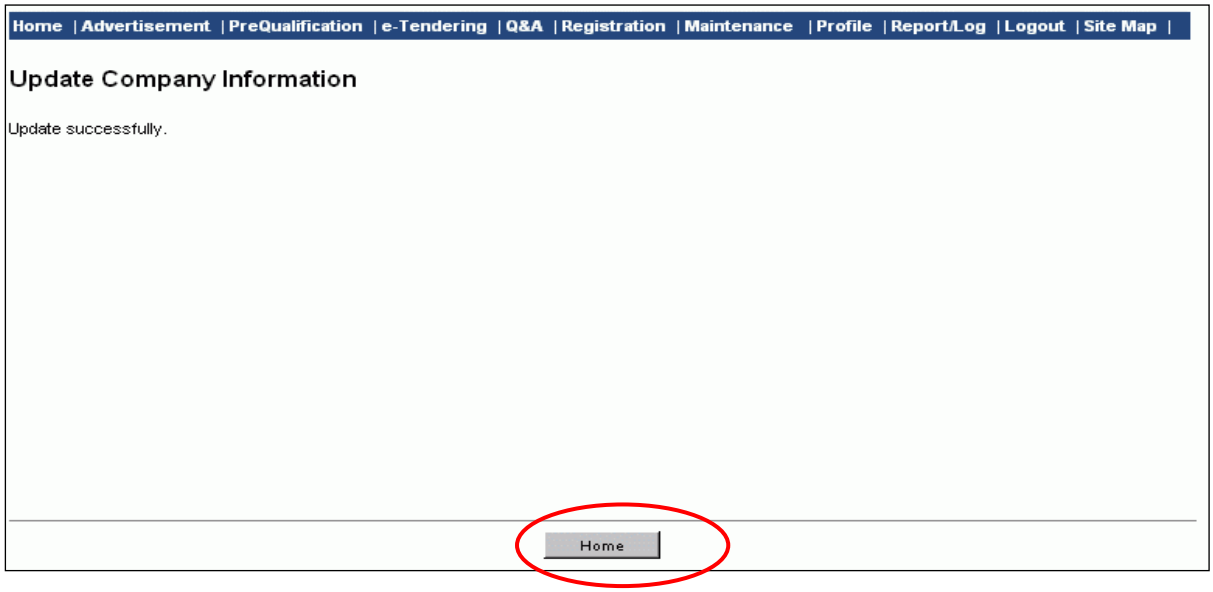
Step 1. Go to the menu bar at the top and click “Profile - Update Company Info”. This function is controlled by the access right of “Update MTRC Info” under “Procurer Profile”.

Step 2. Change the information in the fields below. And note that all the fields are mandatory. Input the English name and address in case there is no Chinese company name and address.



Step 3. Press “Submit” button after finishing the change.

Step 4. An acknowledgement message will be shown when the change is submitted successfully.

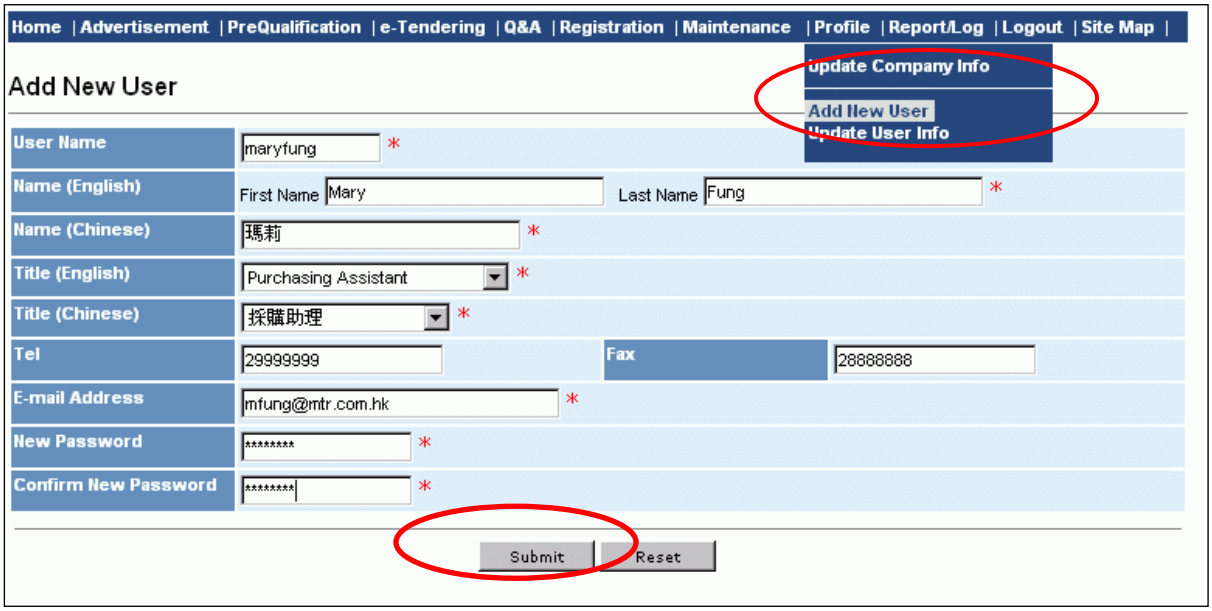

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Update Company Information
Update successfully.
Home

Step 5. Click on the “Home” button to go back to the main page.

B. Add New User

Step 1. Go to the menu bar at the top and click "Add New User" under "Profile". This function is controlled by the access right of "Create New User" under "Procurer Profile".

Step 2. Input user information in the fields below. The length of the password must be more than 5 alphanumeric characters.



Step 3. Press "Submit" button after completing the input.

Step 4. An acknowledgement message will be shown when the new user information is submitted successfully.

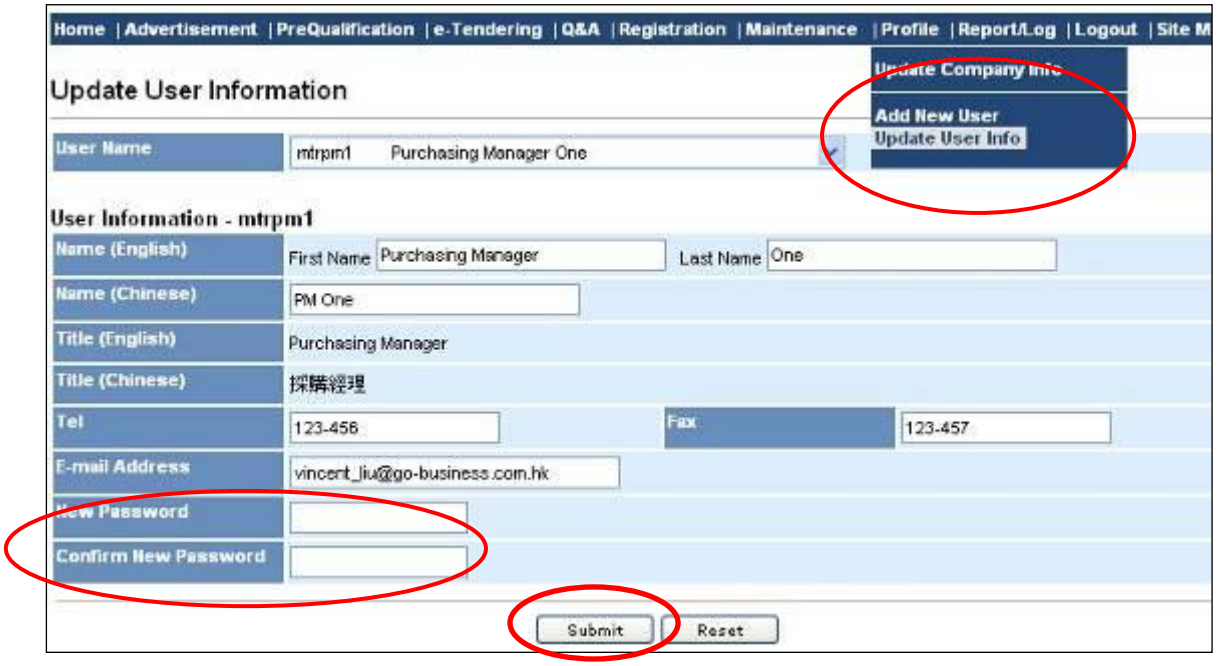
Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Add New User
Update successfully.
Home
Add More

Step 5. Click “Add More” to add another new user, and repeat Step 2 to 4. Or click “Home” to go to the main page.

C. Update User Information and Change Password

Step 1. Go to the menu bar at the top and click “Update User Info” under “Profile”. All users could update their own information except their own title and could also change their own password.

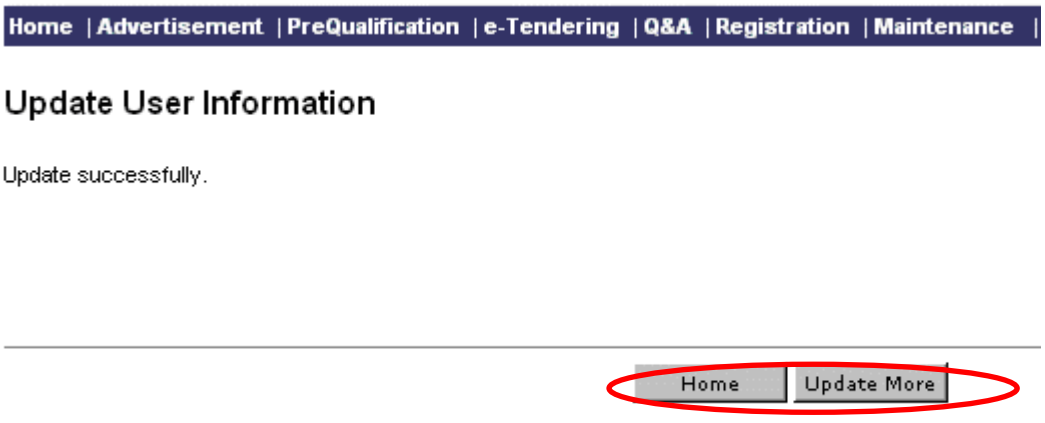
Step 2. Change the information in the fields below.



Step 3. Change password (type new password and confirm by entering it again).

Step 4. Press “Submit” button after completing the change.

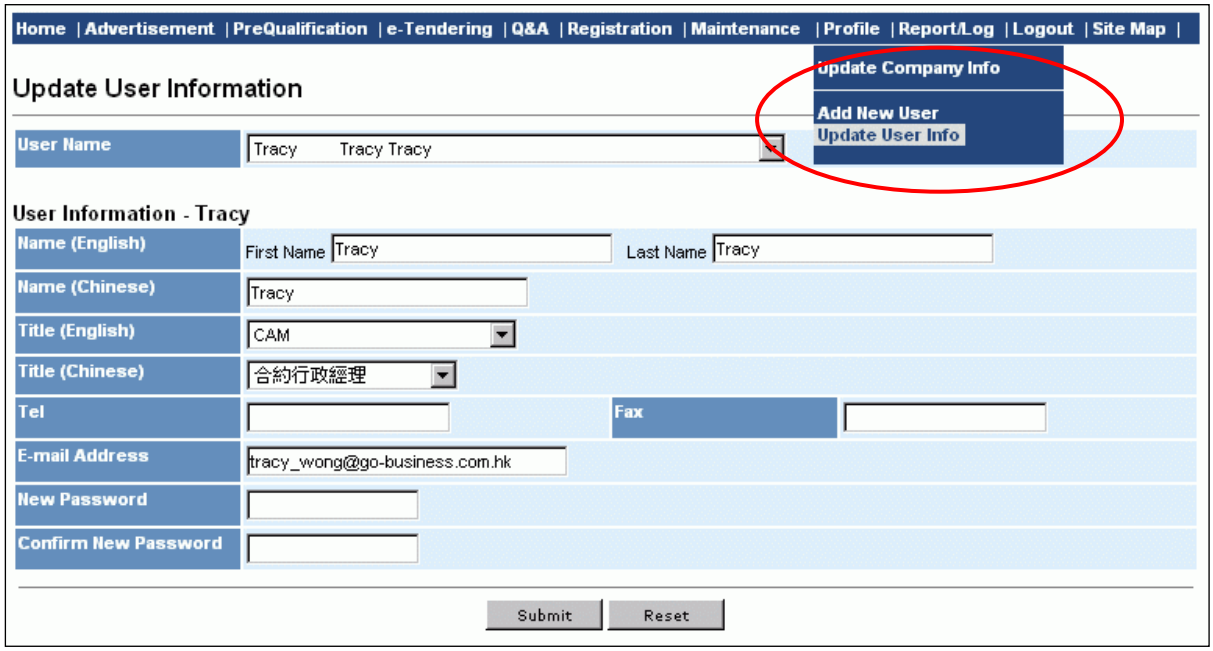
Step 5. An acknowledgement message will be shown when the change is submitted successfully.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance |
Update User Information
Update successfully.
Home
Update More

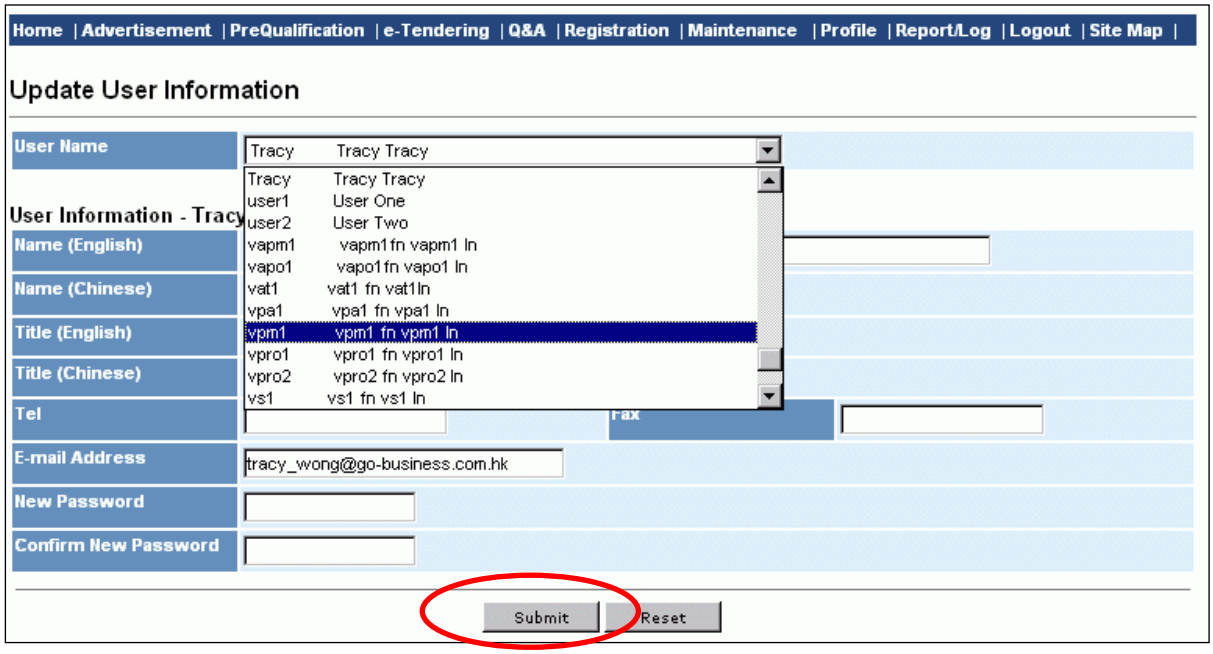
Step 6. Click “Update More” button when more information is needed to be updated and repeat Step 2 to 5.

D. Update Other User Information and Change Password

Step 1. Go to the menu bar at the top and choose “Update User Info” under Profile. This function is controlled by the access right of “Search & View”, “Change Password” and “Modify & Delete” under “Procurer Profile”.



Step 2. Select a user from the user list below.



Step 3. Change the information of the user selected.

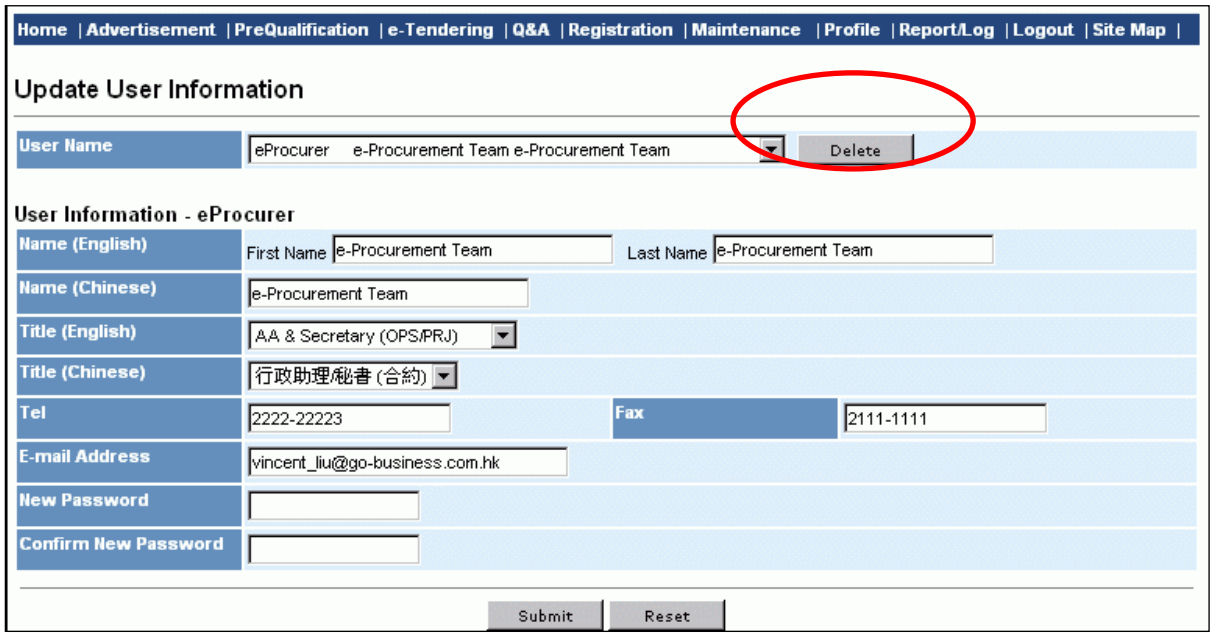
Step 4. Press “Submit” button after completing the change.

E. Delete User Account

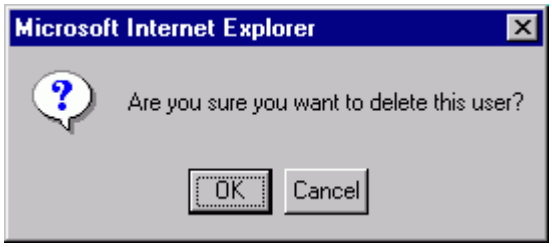
Step 1. Go to the menu bar at the top and choose "Update User Info" under "Profile". This function is controlled by the access right of "Search & View" and "Modify & Delete" under "Procurer Profile".

Step 2. Select a user from the drop-down user list.

Step 3. Press the "Delete" button to delete the user account.



Step 4. Confirmation message will be prompted by the system. Press "OK" button to confirm deletion of the user. To cancel the action, click "Cancel" button.

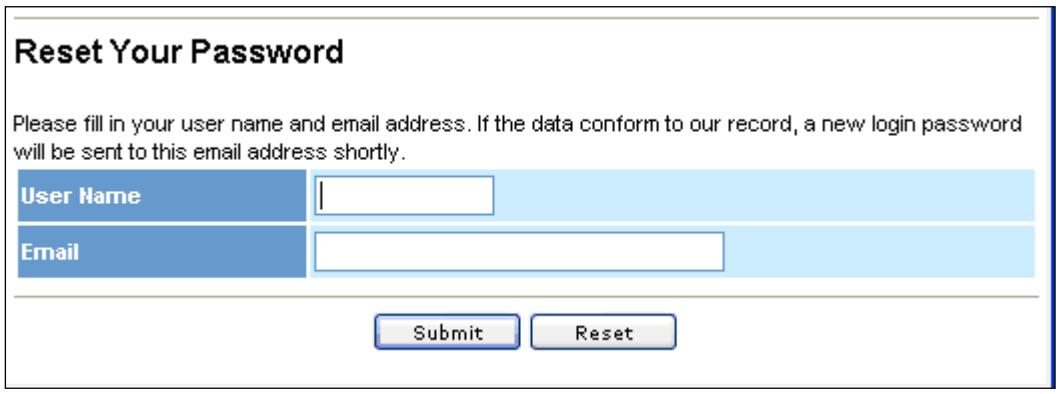


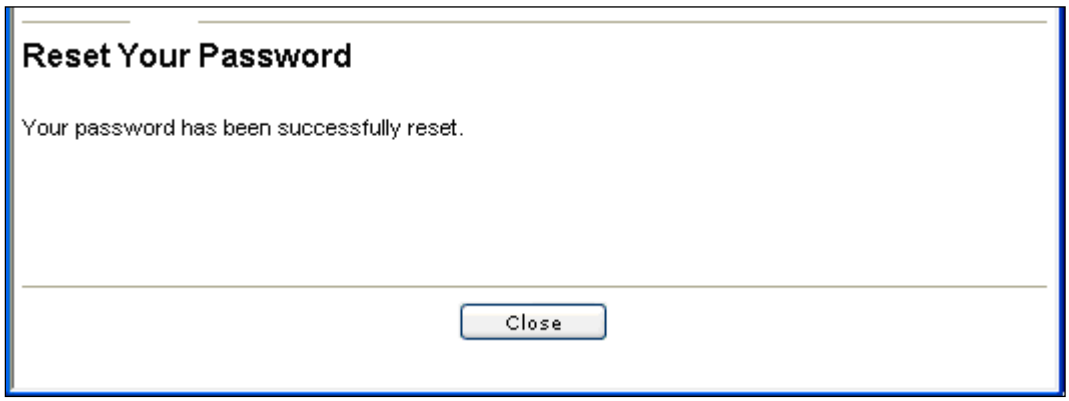
Warning : Once an account of an user is deleted, it cannot be re-activated again. A new account for the user should only be created.

F. Forgot Password

Step 1. Go to the home page, click “Registered Supplier / Contractor”, then click “Forgot Password” button.

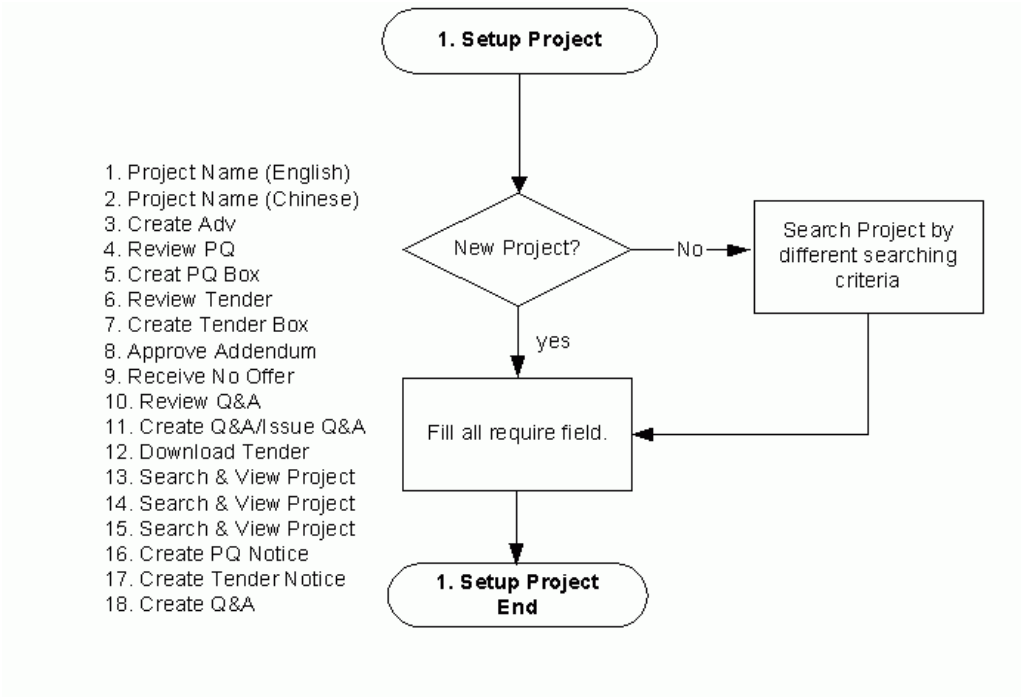
Step 2. Input User Name and Email, which should be the user’s email address with the company. Click “Submit” button, the system will reset the password and email the new password to the user’s email address.


Reset Your Password
Please fill in your user name and email address. If the data conform to our record, a new login password will be sent to this email address shortly.
User Name
Email
Submit
Reset



III. System Maintenance

A. Create New Project



Before proceeding for any electronic tendering process, either a project created before should be used for the tendering process or a new project should be created as follows:

Step 1. Go to the menu bar at the top and click “Create New Project” under “Maintenance”. This function is controlled by the access right of “Create New” under “Project”.

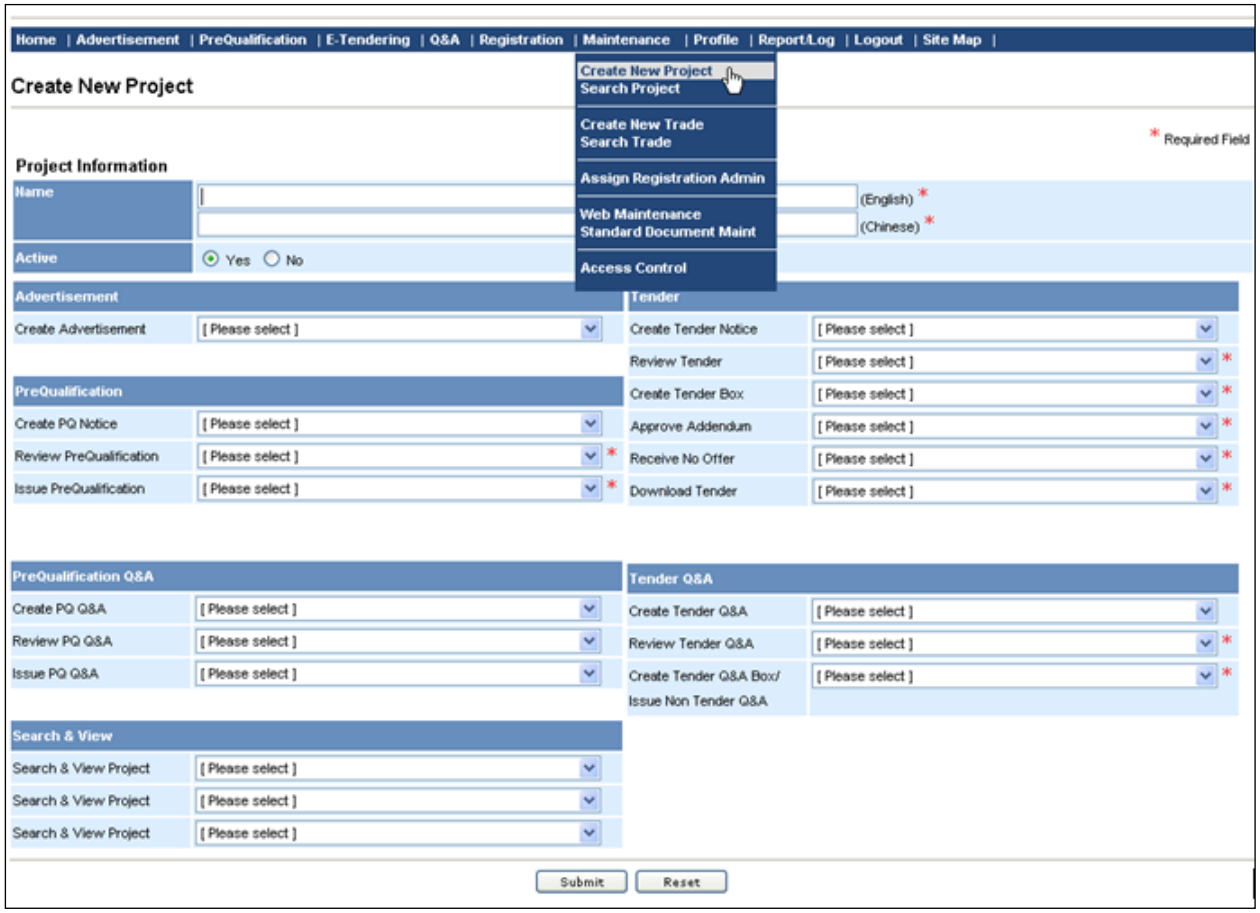
Step 2. Input new project information (*- Required Field).

Step 3. Assign users to execute or view this project (including posting of advertisement, prequalification, prequalification Q&A, tender and tender Q&A).

Step 4. Specify if the project to be “active” or “inactive”.

Active – the user who has the appropriate access right can manage this project (e.g. post advertisement, prequalification or tender)

Inactive – All inactive projects will not be listed in the drop down project list for procurer to select. (e.g. Post Adv, Post PQ and Post Tender)



Step 5. Press “Submit” button after finishing of the information filling.

Step 6. An acknowledgement message will be shown when the new project is created successfully.

Step 7. Click on the “Create More” and repeat Step 2 - 6 to create another project.

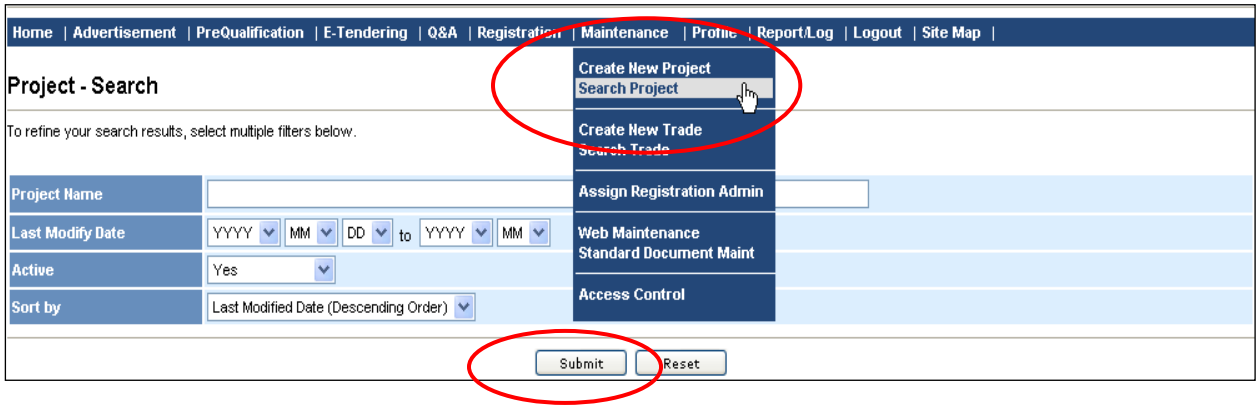
Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Create New Project
Update is successful.
Home
Create More

B. Search & View New / Existing Project

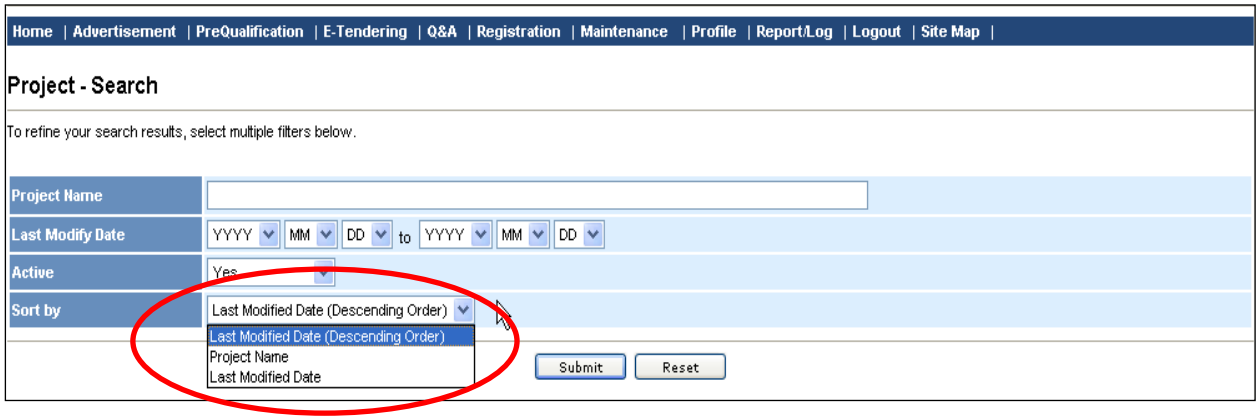
Step 1. Go to the menu bar at the top and click “Search Project” under “Maintenance”. This function is controlled by the access right of “Search & View” under “Project”. And only the Project member can view the project details.

Step 2. Input search criteria about the project.

- By Project Name
- By Last Modify Date
- By Project Status: “active” or “inactive”

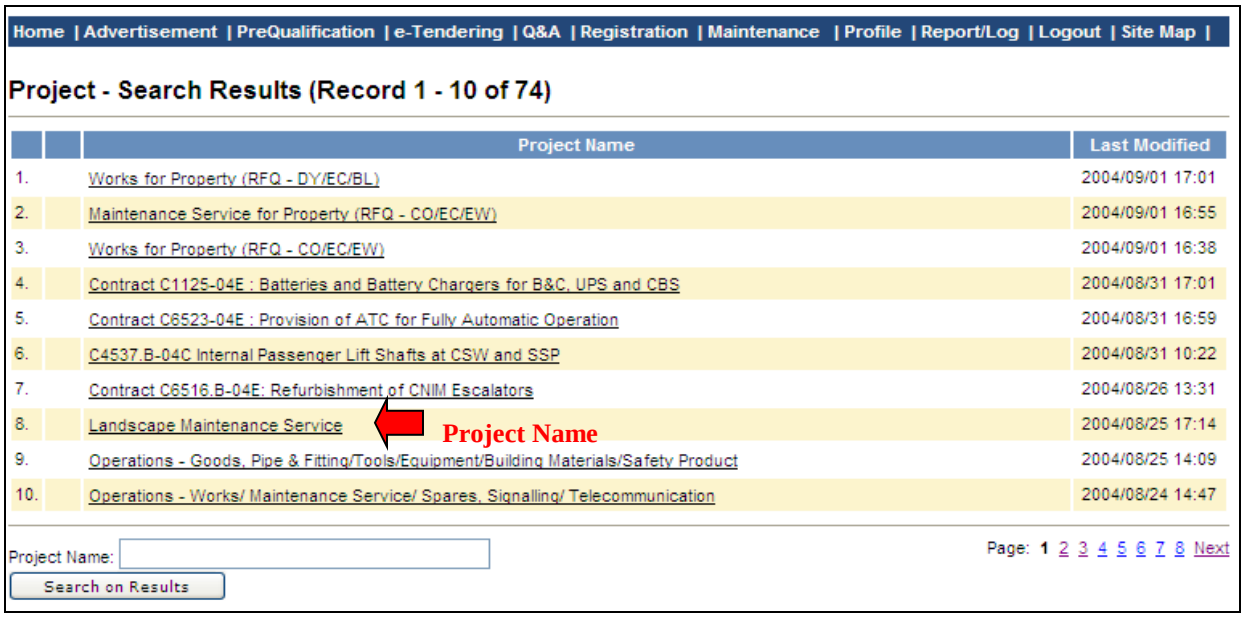


Step 3. The search result can be sorted by “Project Name” or “Last Modified Date”, default sorted by “Last Modified Date”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Project - Search
To refine your search results, select multiple filters below.
Project Name
Last Modify Date
YYYY MM DD to YYYY MM DD
Active
Yes
Sort by
Last Modified Date (Descending Order)
Last Modified Date (Descending Order)
Project Name
Last Modified Date
Submit
Reset

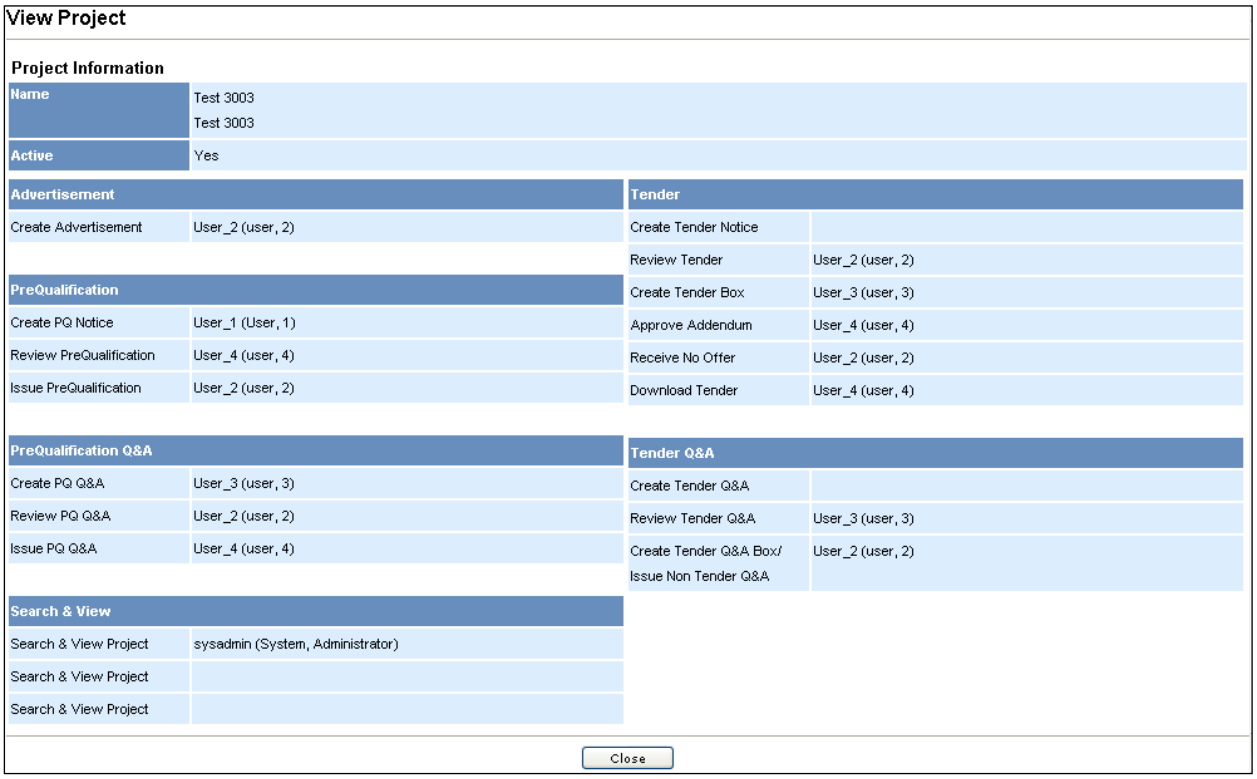
Step 4. Press “Submit” button after selecting the criteria.

Step 5. The search result will be displayed as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Project - Search Results (Record 1 - 10 of 74)
Project Name
Last Modified
1. Works for Property (RFQ - DY/EC/BL) 2004/09/01 17:01
2. Maintenance Service for Property (RFQ - CO/EC/EW) 2004/09/01 16:55
3. Works for Property (RFQ - CO/EC/EW) 2004/09/01 16:38
4. Contract C1125-04E : Batteries and Battery Chargers for B&C, UPS and CBS 2004/08/31 17:01
5. Contract C6523-04E : Provision of ATC for Fully Automatic Operation 2004/08/31 16:59
6. C4537.B-04C Internal Passenger Lift Shafts at CSW and SSP 2004/08/31 10:22
7. Contract C6516.B-04E: Refurbishment of CNIM Escalators 2004/08/26 13:31
8. Landscape Maintenance Service 2004/08/25 17:14
Project Name
9. Operations - Goods, Pipe & Fitting/Tools/Equipment/Building Materials/Safety Product 2004/08/25 14:09
10. Operations - Works/ Maintenance Service/ Spares, Signalling/ Telecommunication 2004/08/24 14:47
Project Name:
Search on Results
Page: 1 2 3 4 5 6 7 8 Next

Step 6. Select a specific project by clicking “Project Name”.

Step 7. View the project information and user list as shown.


View Project
Project Information
Name: Test 3003 Test 3003
Active: Yes
Advertisement
Create Advertisement: User_2 (user, 2)
PreQualification
Create PQ Notice: User_1 (User, 1)
Review PreQualification: User_4 (user, 4)
Issue PreQualification: User_2 (user, 2)
PreQualification Q&A
Create PQ Q&A: User_3 (user, 3)
Review PQ Q&A: User_2 (user, 2)
Issue PQ Q&A: User_4 (user, 4)
Search & View
Search & View Project: sysadmin (System, Administrator)
Search & View Project
Search & View Project
Tender
Create Tender Notice
Review Tender: User_2 (user, 2)
Create Tender Box: User_3 (user, 3)
Approve Addendum: User_4 (user, 4)
Receive No Offer: User_2 (user, 2)
Download Tender: User_4 (user, 4)
Tender Q&A
Create Tender Q&A
Review Tender Q&A: User_3 (user, 3)
Create Tender Q&A Box/ Issue Non Tender Q&A: User_2 (user, 2)
Close

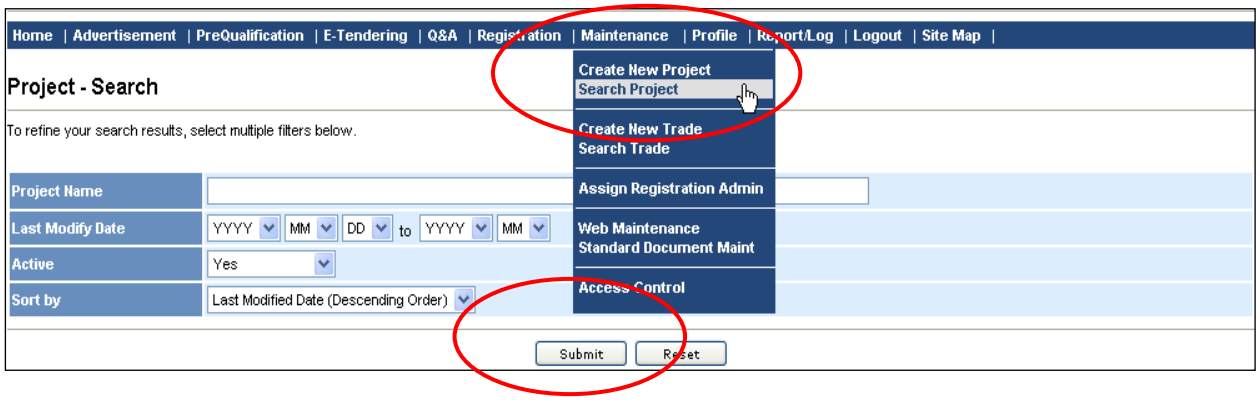
Step 8. Press “Close” button after viewing.

C. Update Existing Project

Step 1. Go to the menu bar and click “Search Project” under “Maintenance”. This function is controlled by the access right of “Modify Existing” under “Project”. Any only the Project member can update the project details.

Step 2. Input search criteria about the project.

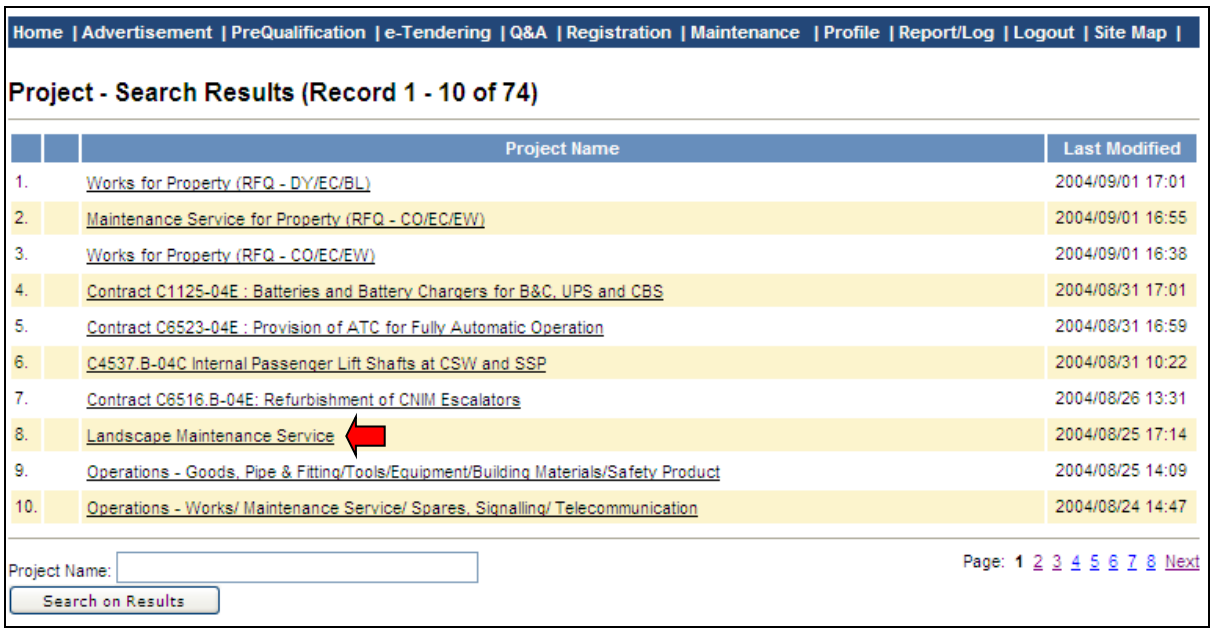
- By Project Name
- By Last Modify Date
- By Project Status: “active” or “inactive”



Step 3. The search result can be sorted by “Project Name” or “Last Modified Date”, default sorted by “Last Modified Date”.

Step 4. Press “Submit” button after selecting the criteria.

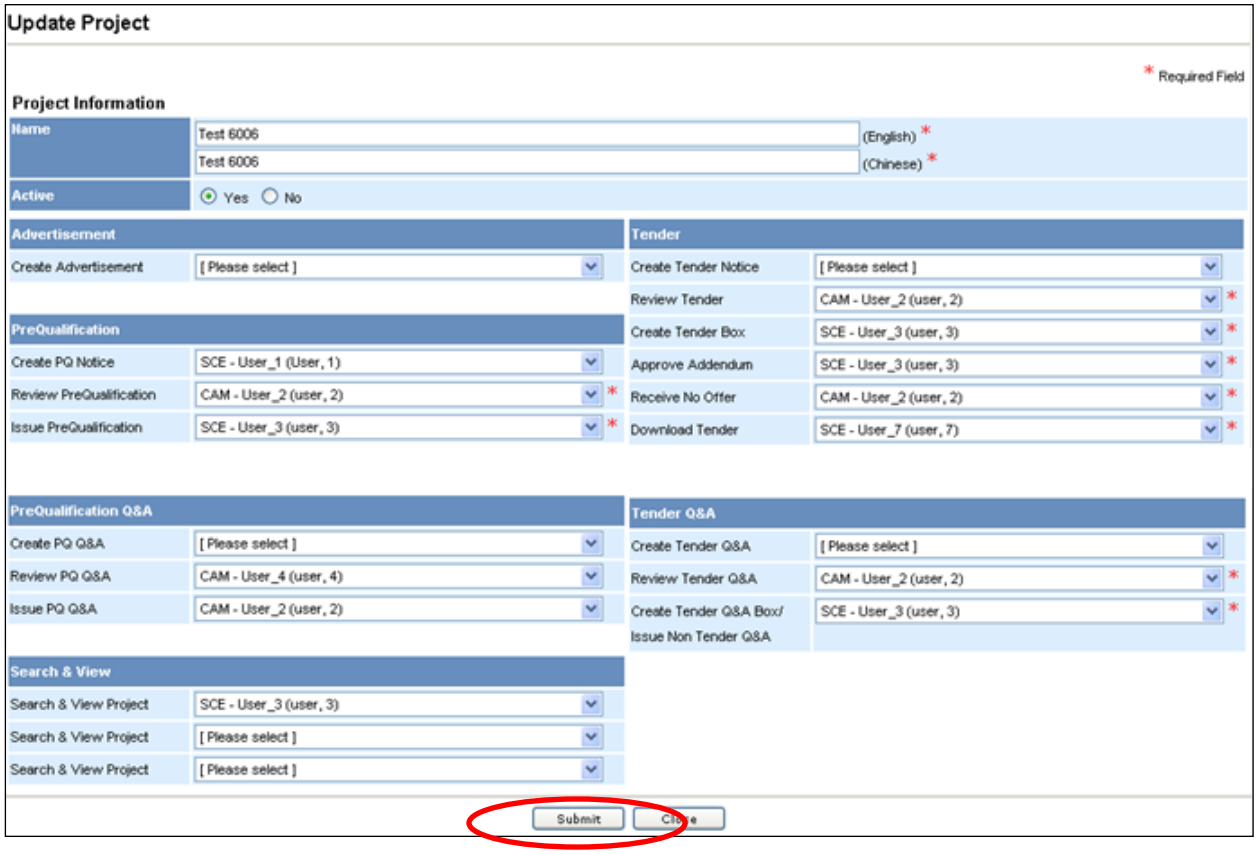
Step 5. The search result will be displayed as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Project - Search Results (Record 1 - 10 of 74)
Project Name
Last Modified
1. Works for Property (RFQ - DY/EC/BL) 2004/09/01 17:01
2. Maintenance Service for Property (RFQ - CO/EC/EW) 2004/09/01 16:55
3. Works for Property (RFQ - CO/EC/EW) 2004/09/01 16:38
4. Contract C1125-04E : Batteries and Battery Chargers for B&C, UPS and CBS 2004/08/31 17:01
5. Contract C6523-04E : Provision of ATC for Fully Automatic Operation 2004/08/31 16:59
6. C4537.B-04C Internal Passenger Lift Shafts at CSW and SSP 2004/08/31 10:22
7. Contract C6516.B-04E: Refurbishment of CNIM Escalators 2004/08/26 13:31
8. Landscape Maintenance Service 2004/08/25 17:14
9. Operations - Goods, Pipe & Fitting/Tools/Equipment/Building Materials/Safety Product 2004/08/25 14:09
10. Operations - Works/ Maintenance Service/ Spares, Signalling/ Telecommunication 2004/08/24 14:47
Project Name:
Search on Results
Page: 1 2 3 4 5 6 7 8 Next

Step 6. Select a specific project by clicking “Project Name”.

Step 7. Update the project information – project name and/or project status.

Step 8. Change the user assigned to this project by selecting other user from the combo box.



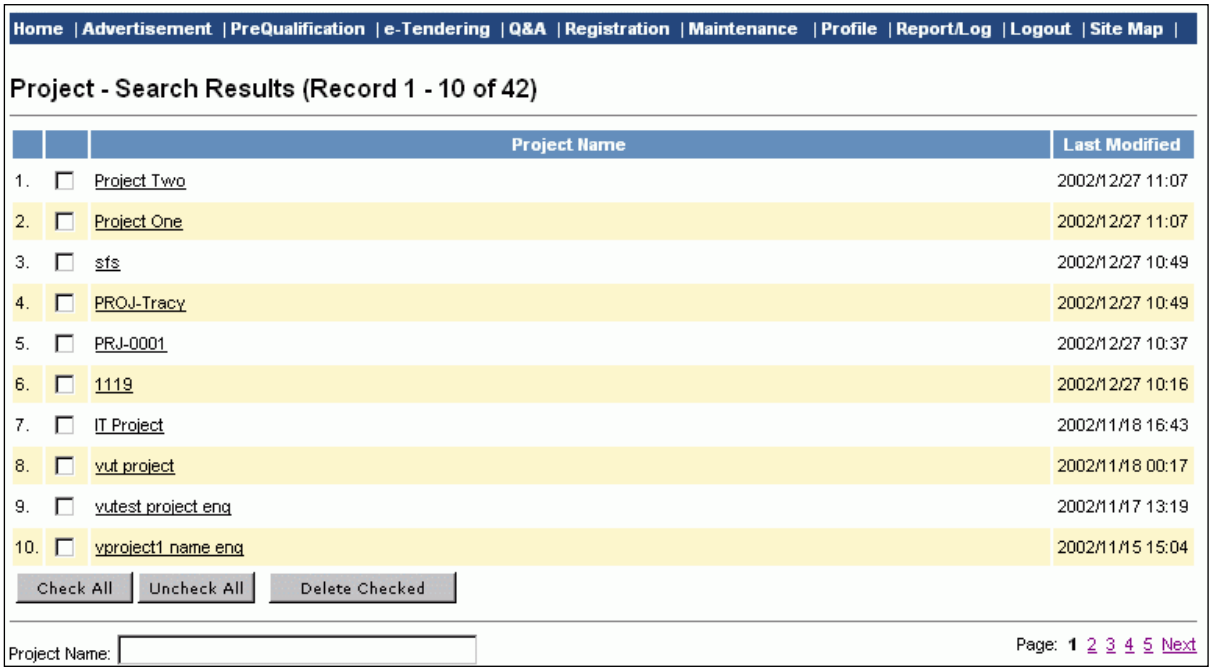
Step 9. Click “Submit” button when the update is finished.

Step 10. An acknowledgement message will be shown when update is submitted successfully.

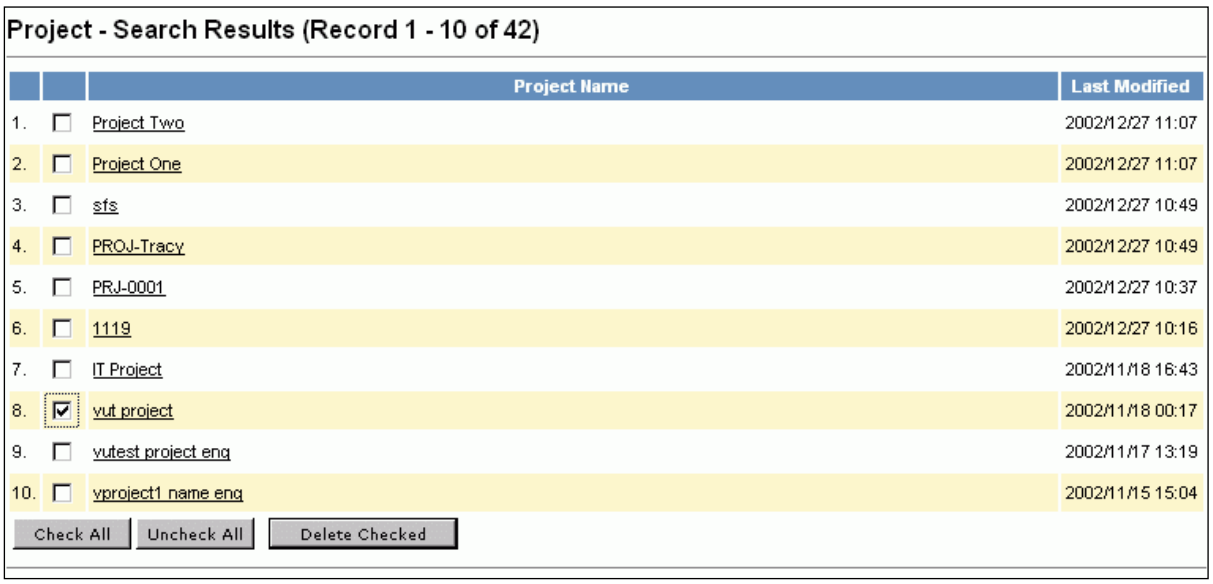
D. Delete Project

Step 1. Search Project as described in Section B

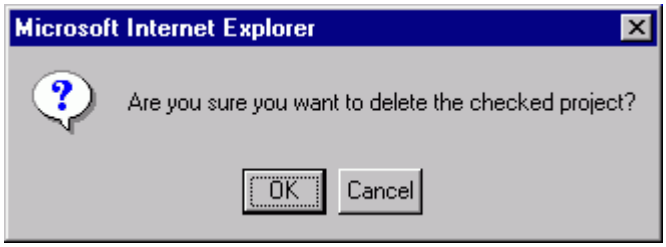
Step 2. The search result will be displayed as shown below. This function is controlled by the access right of "Delete Existing" under "Project".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Project - Search Results (Record 1 - 10 of 42)
Project Name
Last Modified
1. Project Two 2002/12/27 11:07
2. Project One 2002/12/27 11:07
3. sfs 2002/12/27 10:49
4. PROJ-Tracy 2002/12/27 10:49
5. PRJ-0001 2002/12/27 10:37
6. 1119 2002/12/27 10:16
7. IT Project 2002/11/18 16:43
8. vut project 2002/11/18 00:17
9. vutest project eng 2002/11/17 13:19
10. vproject1 name eng 2002/11/15 15:04
Check All
Uncheck All
Delete Checked
Project Name:
Page: 1 2 3 4 5 Next

Step 3. Select a specific project by checking the box before project name. User can click "Check All" button to select all project or click "Uncheck All" button to deselect all checked project(s).


Project - Search Results (Record 1 - 10 of 42)
Project Name
Last Modified
1. Project Two 2002/12/27 11:07
2. Project One 2002/12/27 11:07
3. sfs 2002/12/27 10:49
4. PROJ-Tracy 2002/12/27 10:49
5. PRJ-0001 2002/12/27 10:37
6. 1119 2002/12/27 10:16
7. IT Project 2002/11/18 16:43
8. vut project 2002/11/18 00:17
9. vutest project eng 2002/11/17 13:19
10. vproject1 name eng 2002/11/15 15:04
Check All
Uncheck All
Delete Checked

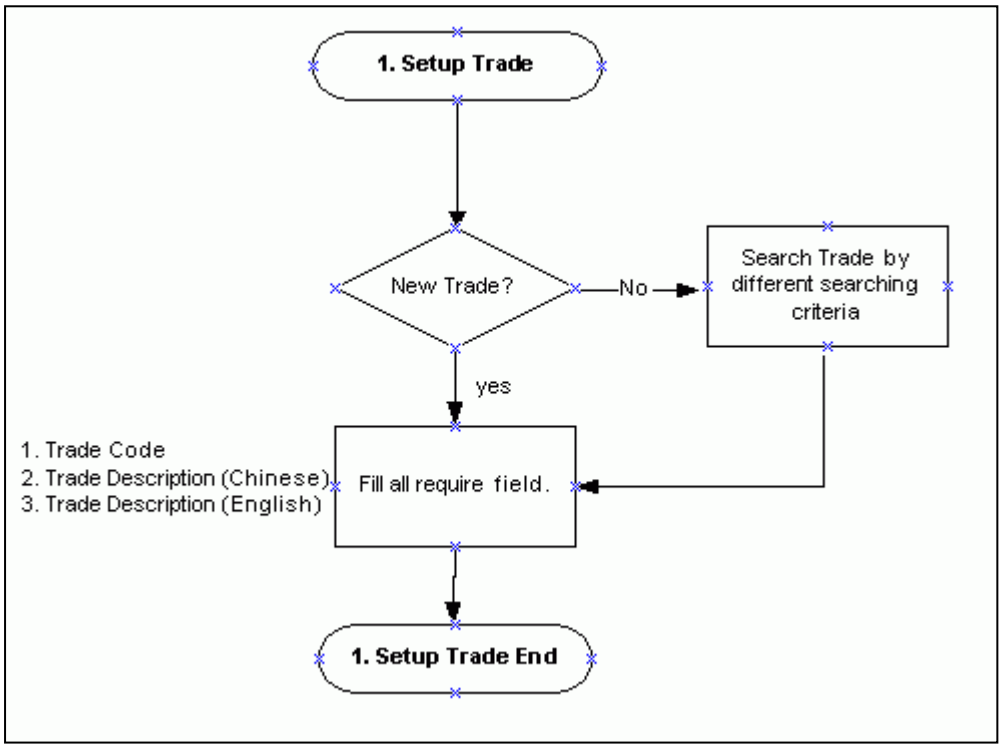
Step 4. Click “Delete Checked” button to delete the checked project(s).



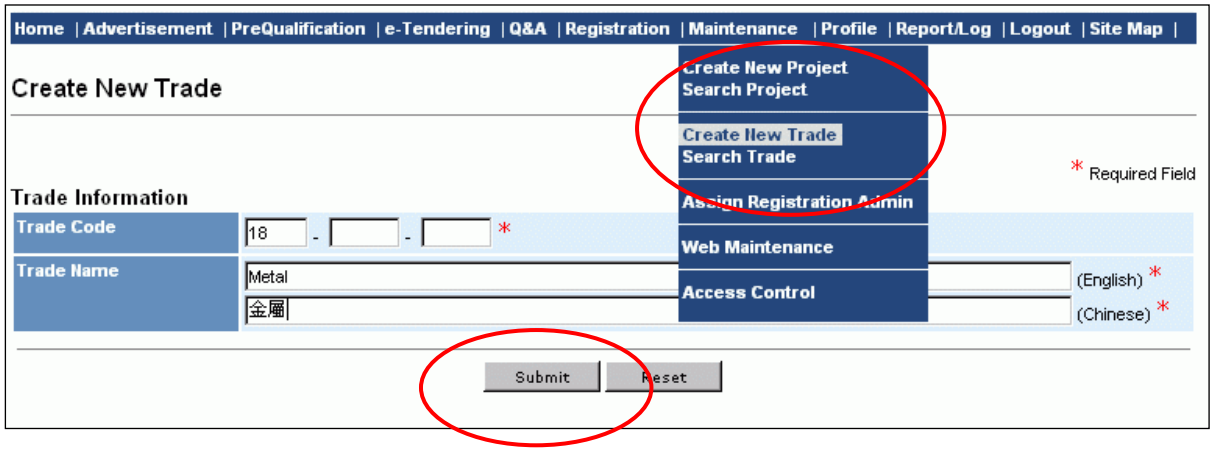
Step 5. Click “OK” of the confirmation dialog to continue the action. Or click “Cancel” to terminate the action. The following message will be displayed after the project(s) are deleted.

Notice : This is the function ONLY for procurer to delete project that has not been used in any Adv, PQ, or Tender. Procurer must be sure that no Adv, PQ, or Tender is associated with the project before deletion. Once the project is deleted, all the Adv, PQ and Tender linked to that project will not be able to be retrieved again.

E. Create New Trade



Step 1. Go to the menu bar at the top and choose "Create New Trade" under "Maintenance". This function is controlled by the access right of "Create New" under "Trade".



Step 2. Input new trade code (e.g. 66 – 66 – 66) and trade name (*Required Field).
Note that there are three parts in a trade code. For the first trade, please assign a unique two-digit trade code in the first part of the trade code. To create a sub-trade under a trade created, please type in the trade code of the trade in the first part and assign a two-digit code in the second part of the trade code. To create a sub-sub-trade under a sub-trade, please type in the code of the trade and sub-trade in first and second parts of the trade code and assign a two-digit code in the third part of the trade code. Sub-trade or sub-sub-trade can only be created when the trade code of the preceding level has been created.

Step 3. Click “Submit” button when the input is completed.

Step 4. An acknowledgement message will be shown when trade is created successfully.

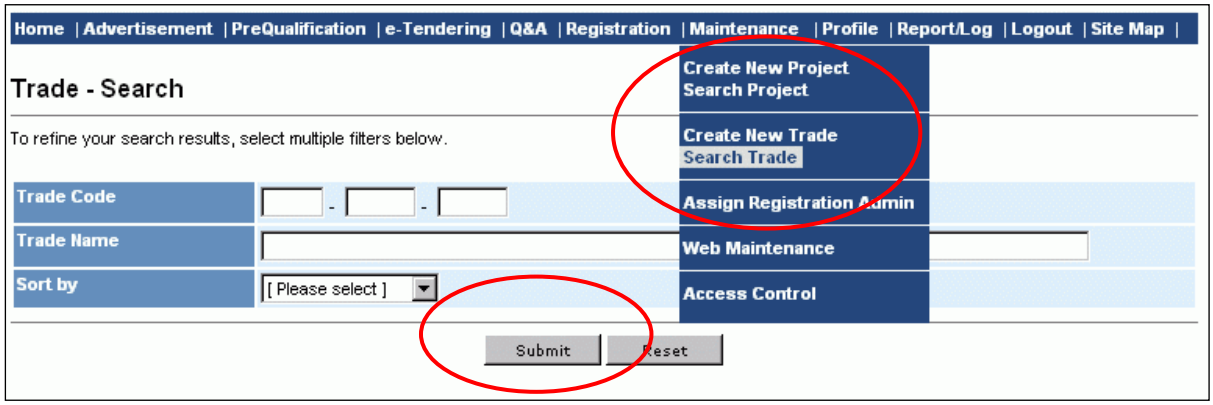
Step 5. If the trade code has already been existed, there will be an error message shown and the new trade will not be created.

F. Search & View Existing Trade

Step 1. Go to the menu bar at the top and click “Search Trade” under “Maintenance”. This function is controlled by the access right of “Search & View” under “Trade”.

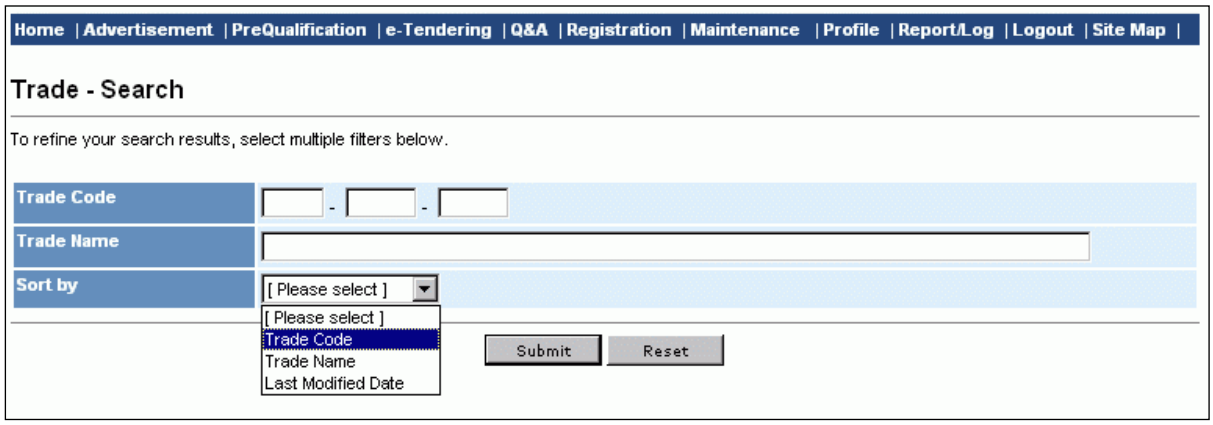
Step 2. Input search criteria about the trade.

- By Trade Code
- By Trade Name


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Trade - Search
To refine your search results, select multiple filters below.
Trade Code
Trade Name
Sort by
[Please select]
Submit
Reset
Create New Project
Search Project
Create New Trade
Search Trade
Assign Registration Admin
Web Maintenance
Access Control

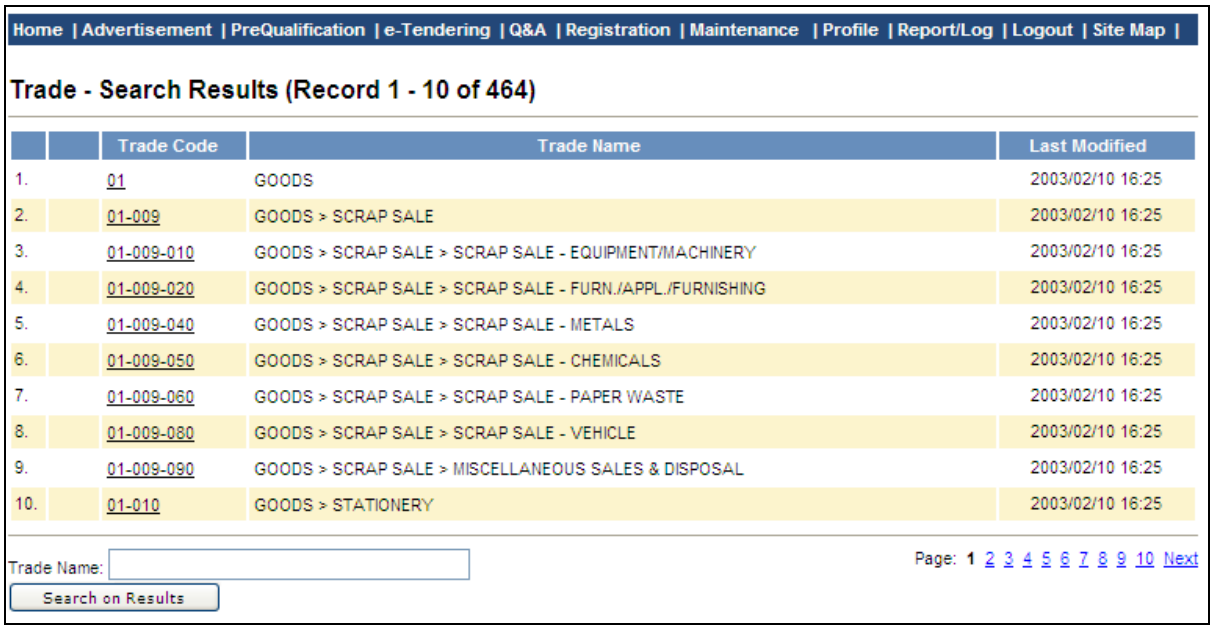
Step 3. The search result can be sorted by the following criteria.

- By Trade Code
- By Trade Name
- By Last Modified Date


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Trade - Search
To refine your search results, select multiple filters below.
Trade Code
Trade Name
Sort by
[Please select]
[Please select]
Trade Code
Trade Name
Last Modified Date
Submit
Reset

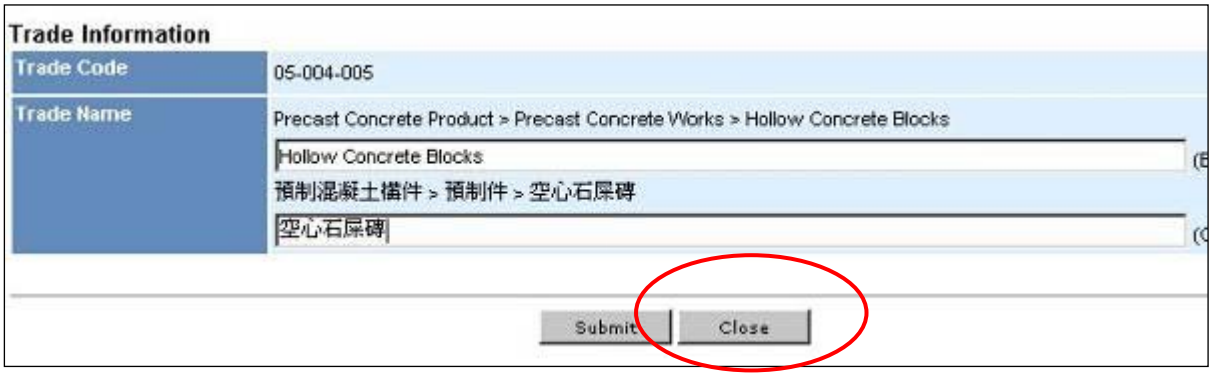
Step 4. Press “Submit” button after selecting the criteria.

Step 5. The search result will be displayed as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Trade - Search Results (Record 1 - 10 of 464)
Trade Code
Trade Name
Last Modified
1. 01 GOODS 2003/02/10 16:25
2. 01-009 GOODS > SCRAP SALE 2003/02/10 16:25
3. 01-009-010 GOODS > SCRAP SALE > SCRAP SALE - EQUIPMENT/MACHINERY 2003/02/10 16:25
4. 01-009-020 GOODS > SCRAP SALE > SCRAP SALE - FURN./APPL./FURNISHING 2003/02/10 16:25
5. 01-009-040 GOODS > SCRAP SALE > SCRAP SALE - METALS 2003/02/10 16:25
6. 01-009-050 GOODS > SCRAP SALE > SCRAP SALE - CHEMICALS 2003/02/10 16:25
7. 01-009-060 GOODS > SCRAP SALE > SCRAP SALE - PAPER WASTE 2003/02/10 16:25
8. 01-009-080 GOODS > SCRAP SALE > SCRAP SALE - VEHICLE 2003/02/10 16:25
9. 01-009-090 GOODS > SCRAP SALE > MISCELLANEOUS SALES & DISPOSAL 2003/02/10 16:25
10. 01-010 GOODS > STATIONERY 2003/02/10 16:25
Trade Name:
Search on Results
Page: 1 2 3 4 5 6 7 8 9 10 Next

Step 6. Select a trade by clicking the "Trade Code". (The first zero in the second and third parts of the trade code is for system display only. The second and third parts of the trade code are only constituted by the second and third digits.)

Step 7. View the trade information – trade name and trade code as shown.

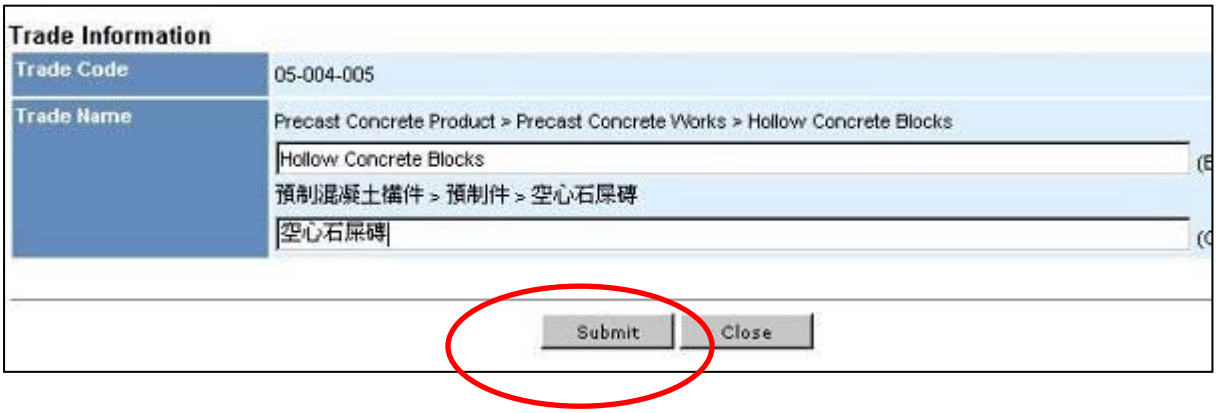


Step 8. Press "Close" button after viewing.

G. Update Existing Trade

Step 1. Follow Step 1 to Step 5 under Section F, Search and View Existing Trade.

Step 2. Update information of trade code by selecting a specific trade. This function is controlled by the access right of "Modify Existing" under "Trade".



Step 3. Click "Submit" to update the information.

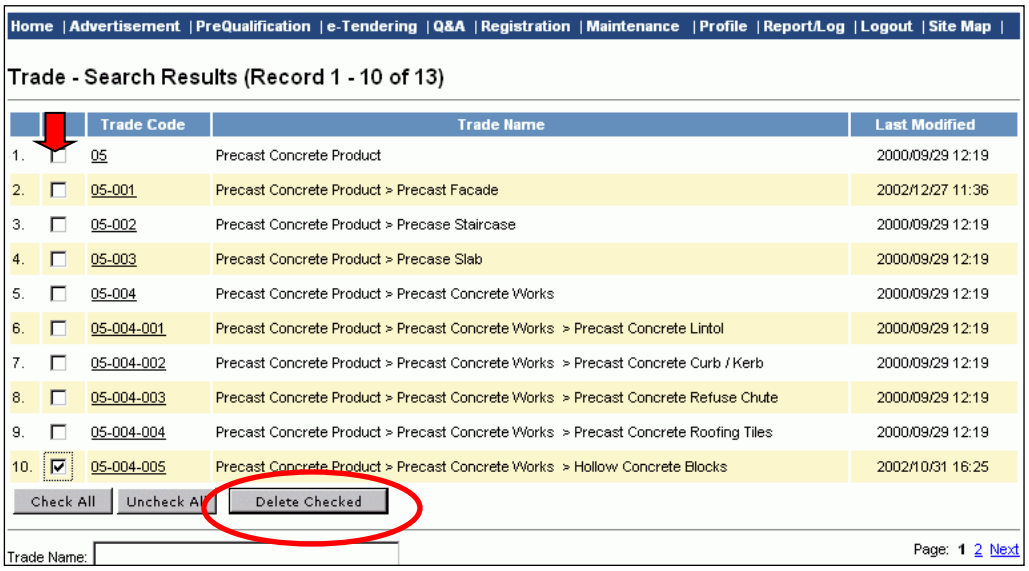
Step 4. An acknowledgment message will be shown after successful update.

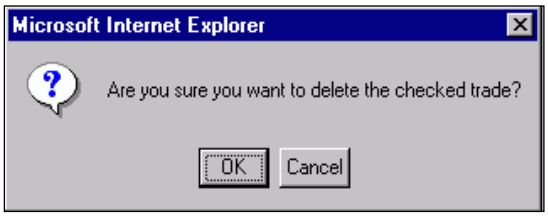
H. Delete Existing Trade

Step 1. Follow Step 1 to Step 5 under Section F, Search and View Existing Trade.

Step 2. A trade can be deleted by first checking the box and click “Delete Checked”. Message will be prompted by the system to confirm the deletion. This function is controlled by the access right of “Delete Existing” under “Trade”.

User can click “Check All” button to select all trade displayed or click “Uncheck All” button to deselect all checked trade(s).

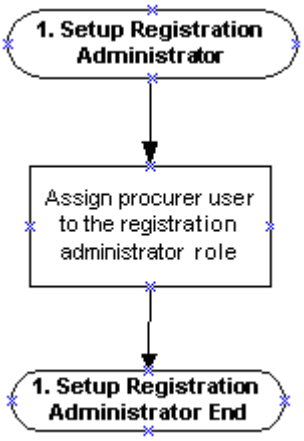

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Trade - Search Results (Record 1 - 10 of 13)
Trade Code
Trade Name
Last Modified
1. 05 Precast Concrete Product 2000/09/29 12:19
2. 05-001 Precast Concrete Product > Precast Facade 2002/12/27 11:36
3. 05-002 Precast Concrete Product > Precase Staircase 2000/09/29 12:19
4. 05-003 Precast Concrete Product > Precase Slab 2000/09/29 12:19
5. 05-004 Precast Concrete Product > Precast Concrete Works 2000/09/29 12:19
6. 05-004-001 Precast Concrete Product > Precast Concrete Works > Precast Concrete Lintol 2000/09/29 12:19
7. 05-004-002 Precast Concrete Product > Precast Concrete Works > Precast Concrete Curb / Kerb 2000/09/29 12:19
8. 05-004-003 Precast Concrete Product > Precast Concrete Works > Precast Concrete Refuse Chute 2000/09/29 12:19
9. 05-004-004 Precast Concrete Product > Precast Concrete Works > Precast Concrete Roofing Tiles 2000/09/29 12:19
10. 05-004-005 Precast Concrete Product > Precast Concrete Works > Hollow Concrete Blocks 2002/10/31 16:25
Check All
Uncheck All
Delete Checked
Trade Name:
Page: 1 2 Next



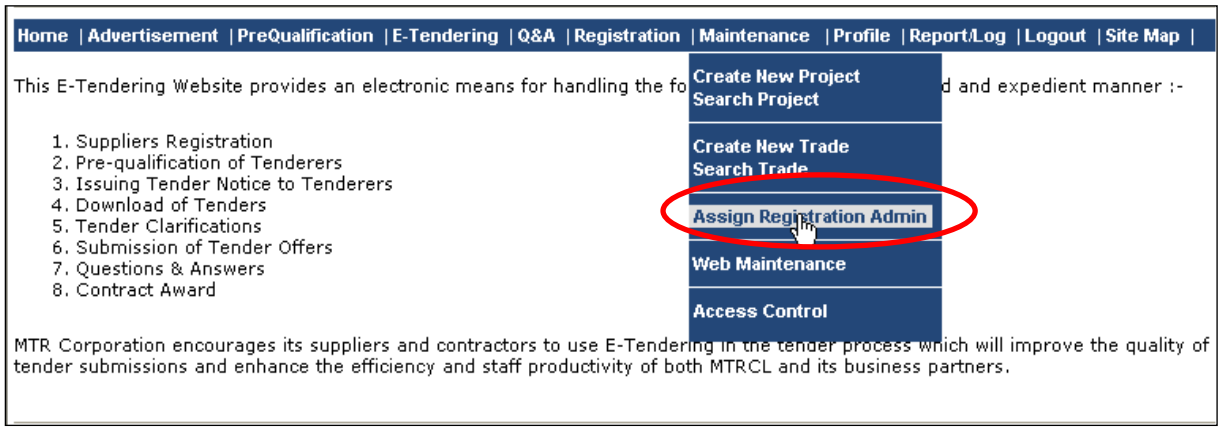
Step3. Press “OK” button to confirm the deletion of the checked trade(s). An acknowledgement message will be shown if the trade(s) are deleted successfully.

Notice : This is the function ONLY for procurer to delete trade that has not been used in any Adv, PQ, or Tender. Procurer must be sure that no Adv, PQ, or Tender is associated with the trade before deletion. Once the trade is deleted, all the Adv, PQ and Tender linked to that trade will not be able to be retrieved again.

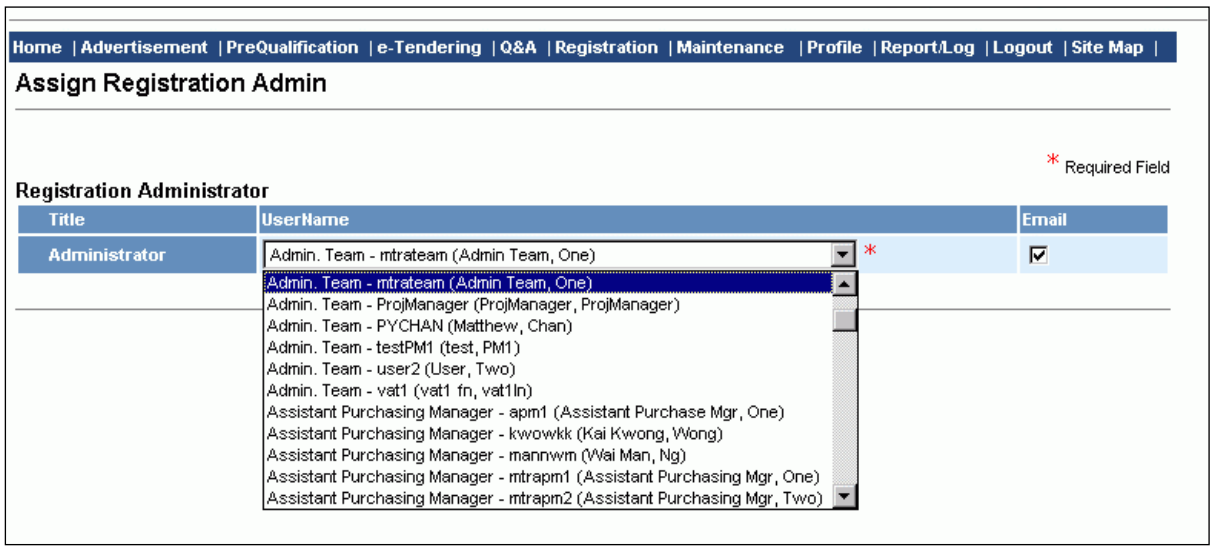
I. Assign or Update Registration Administrator


1. Setup Registration Administrator
Assign procurer user to the registration administrator role
1. Setup Registration Administrator End

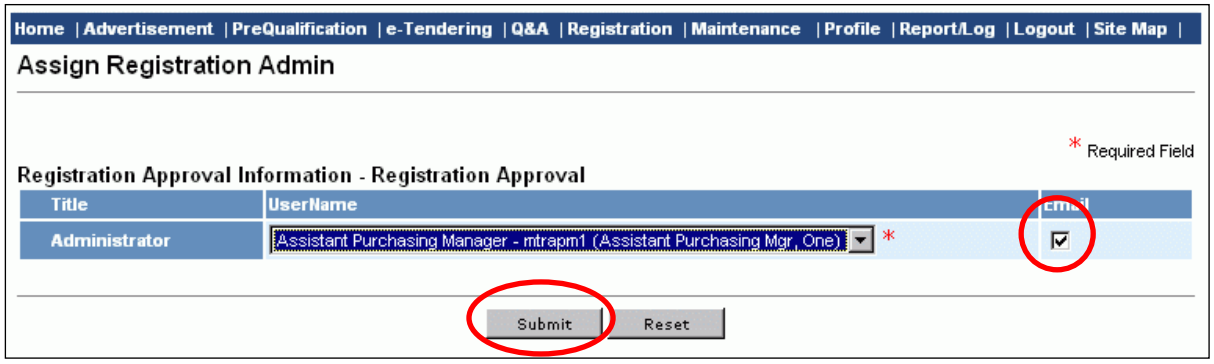
Step 1. Go to the menu bar at the top and click "Assign Registration Admin" under "Maintenance". This function is controlled by the access right of "Registration Approval Path" under "Others".


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
This E-Tendering Website provides an electronic means for handling the fo
d and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
Create New Project
Search Project
Create New Trade
Search Trade
Assign Registration Admin
Web Maintenance
Access Control
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTRCL and its business partners.

Step 2. Choose user as registration administrator from the drop down list as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Assign Registration Admin
* Required Field
Registration Administrator
Title
UserName
Email
Administrator
Admin. Team - mtrateam (Admin Team, One)
Admin. Team - mtrateam (Admin Team, One)
Admin. Team - ProjManager (ProjManager, ProjManager)
Admin. Team - PYCHAN (Matthew, Chan)
Admin. Team - testPM1 (test, PM1)
Admin. Team - user2 (User, Two)
Admin. Team - vat1 (vat1 fn, vat1ln)
Assistant Purchasing Manager - apm1 (Assistant Purchase Mgr, One)
Assistant Purchasing Manager - kwowkk (Kai Kwong, Wong)
Assistant Purchasing Manager - mannwm (Wai Man, Ng)
Assistant Purchasing Manager - mtrapm1 (Assistant Purchasing Mgr, One)
Assistant Purchasing Manager - mtrapm2 (Assistant Purchasing Mgr, Two)

Step 3. Check “Email” box if the system is required to send email to the registration administrator every time when new registration is received.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Assign Registration Admin
* Required Field
Registration Approval Information - Registration Approval
Title
UserName
Email
Administrator
Assistant Purchasing Manager - mtrapm1 (Assistant Purchasing Mgr, One)
Submit
Reset

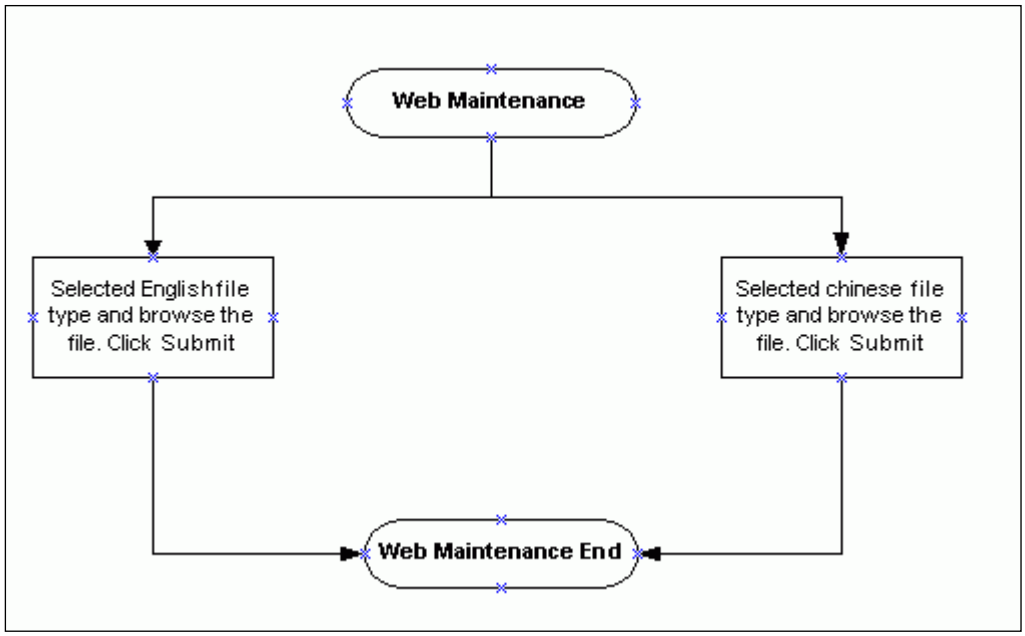
Step 4. Click “Submit” button to confirm assignment.

Step 5. An acknowledgement message will be shown when registration administrator has been assigned successfully.

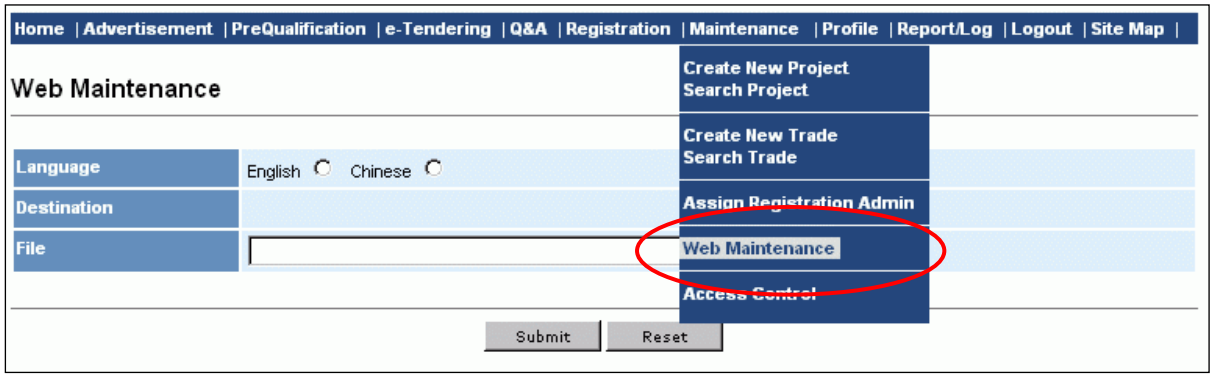
Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Assign Registration Administator
Update is successful.
Home

The registration administrator can be changed according to the steps mentioned above.

J. Web Maintenance

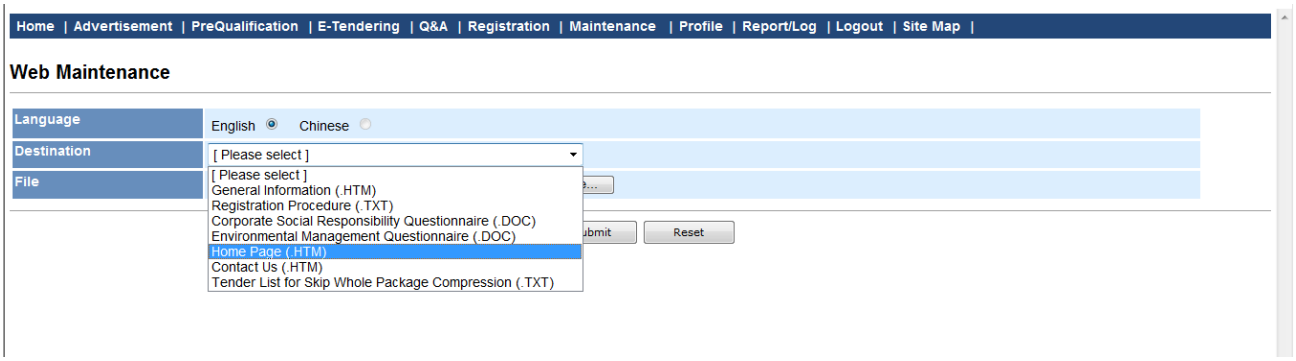

Web Maintenance
Selected Englishfile type and browse the file. Click Submit
Selected chinese file type and browse the file. Click Submit
Web Maintenance End

Step 1. Go to the menu bar to choose “Web Maintenance” under “Maintenance". This function is controlled by the access right of “Web Maintenance” under “Others”.



Step 2. Select language type.

Step 3. Select Destination.

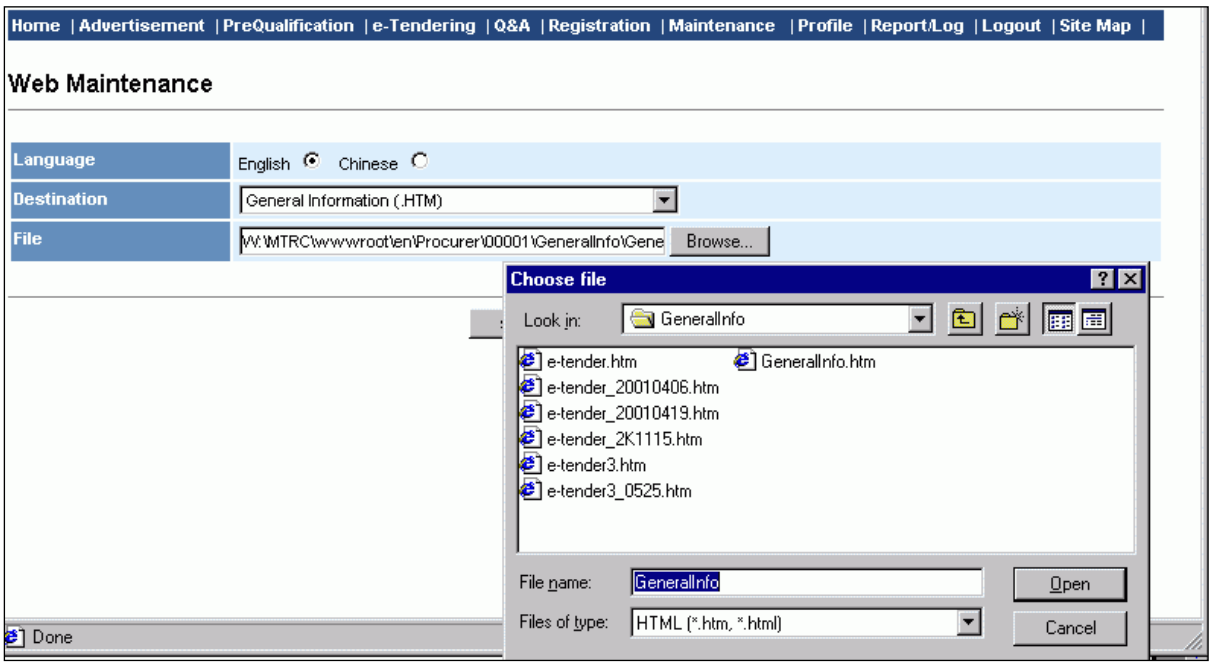

Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Web Maintenance
Language
English
Chinese
Destination
[Please select]
File
[Please select]
General Information (.HTM)
Registration Procedure (.TXT)
Corporate Social Responsibility Questionnaire (.DOC)
Environmental Management Questionnaire (.DOC)
Home Page (.HTM)
Contact Us (.HTM)
Tender List for Skip Whole Package Compression (.TXT)
Reset

There are five destinations to choose:

1. General Information (Page after logon)
2. Registration Procedure
3. Contractor's Safety Management Questionnaire (file for download under Job Reference in New Registration Form)
4. Environmental Management Questionnaire (file for download under Job Reference in New Registration Form)
5. Homepage (Page before logon)
6. Contact Us

For example, the page shown after user logon can be updated by selecting “General Information”.

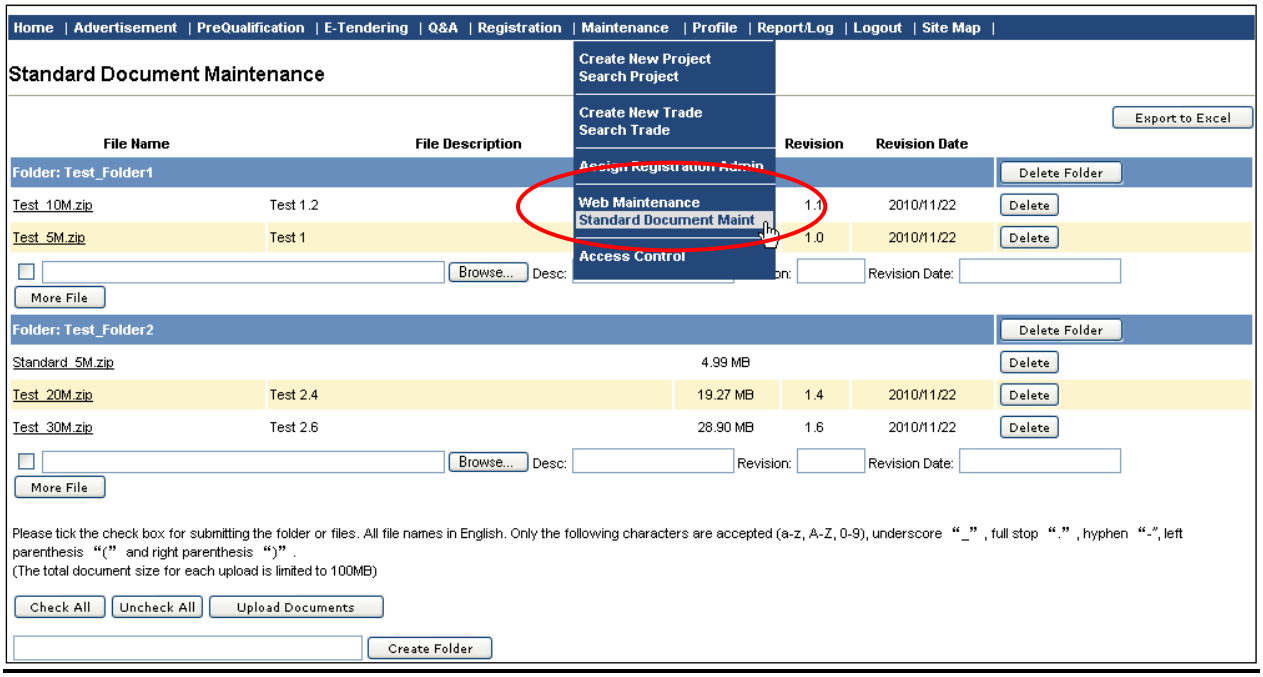
Step 4. Click the “Browse” button and select the .htm file



Step 5. Click “Submit” button to confirm update.

K. Standard Document Maintenance

Step 1. Go to the menu bar to choose "Standard Document Maintenance" under "Maintenance". This function is controlled by the access right of "Standard Document Maintenance" under "Others".



Step 2. Specify Folder Name and Click "Create Folder" to create Folder.

Note:
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 3. Select Documents, specify Desc, Revision, Revision Date and Click "Upload Document" to upload document to system.

Noted: Allow User export File List to Excel with report title, generated at and page number. Click "Export to Excel" button

L. Reminder for E-Cert Renewal

a. E-tendering system can automatically send notification email to supplier when e-Cert is near to expiry

- Allow to define days to be expired system configuration file.

System Configuration File:

Portal.ini

```
[eCert]
SendReminder=Y
DaysToBeExpired=30.0.-30
ReminderEmailSubject=Renewal of Digital Certificate for MTRCL E-Tendering System
```

Note – The system can only support 2 templates only
0 = post-reminder
negative = post-reminder
positive = pre-reminder

Pre-reminder:

Dear Sir / Madam,

Reminder: Renewal of Digital Certificate for MTRCL E-Tendering System

Thank you for your participation in our E-Tendering System (System). According to our record in the System, your Digital Certificate (Certificate) will be expired shortly. As the Certificate renewal process will take a few weeks to complete, we would like to remind you to renew the Certificate as soon as possible before its expiry.

For operation efficiency and environmental protection purpose, the Corporation will utilize the System as much as possible and minimize the use of traditional hardcopy tender submission. Please therefore be reminded to take necessary action to renew your Certificate so that you may continue to retrieve tender information and submit offer via the System without interruption when opportunities arise.

The Certificate renewal procedures is similar to that of new application, you may refer to the System web site www.hkextender.com or the attached for details.

If you have any queries on the above, please contact Ms Sally Tang at tel. no. (852) 2993 4316 / fax no. (852) 2993 7713 / email spstang@mtr.com.hk. For more information on the System, please visit www.hkextender.com or contact the Help Desk at tel. no. (852) 8109 1821 / email mtrcl@go-business.com.hk.

Yours faithfully,

Becky Yuen
Manager – System and Logistics

Post-reminder:

Dear Sir/ Madam,

Reminder: Expiry of Digital Certificate for MTRCL e-Tendering System

Thank you for your participation in our e-Tendering System (System) in the past. According to our record in the System, your Digital Certificate (Certificate) has expired and we would like to remind you to renew and verify the valid Certificate to our System as soon as possible.

For operation efficiency and environmental protection purpose, the Corporation will utilize the System as much as possible and minimize the use of traditional hardcopy tender submission. Please therefore take necessary action to renew the Certificate so that you could retrieve tender information and submit offer via the System when opportunities arise.

The Certificate renewal procedures is similar to that of new application, you may refer to the System web site www.hkextender.com or the attached for details.

If you have any queries on the above, please contact Ms. Sally Tang at tel. no. (852) 2993 4316/ fax no. (852) 2993 7713/ email spstang@mtr.com.hk. For more information on the System, please visit www.hkextender.com or contact the Help Desk at tel. no. (852) 8109 1821.

Yours faithfully,

Becky Yuen
Manager – System and Logistic

Note:

- Allow to send reminder email with multiple attachments (PDF)
- Allow to change email templates and attachments in the system configuration file.

b.. E-tendering system will also automatically send email to procurer and attached with Daily e-Cert Reminder Report to specified email address (“To”) and distribution list email (“CC”)

Note:

- Allow to change recipients (To and CC) in the system configuration file.

Email Template:

```
<TotalNoOfReminders> total no. of reminders sent.


For details, please refer to attached report.
```

Report Layout:

#	Supplier Id	Supplier Name	Email	e-Cert Expired On	Reminder Sent Out Date	Reminder Type
1	00837	Company One	uat@uat.etsC	2013/06/02 12:55	2013/06/02 14:36	Post-reminder
2	00933	Merito Technical Services Ltd	dennis_yu@ctil.com	2013/05/03 12:55	2013/06/02 14:36	Post-reminder
3	00875	SUMITOMO CORPORATION (HONG KONG) LTD	dennis_yu@ctil.com	2013/07/02 12:55	2013/06/02 14:36	Pre-reminder

Note:

- “Email” column show the email address of Principle Account

c. Allow system administrator to change reminder text

System Configuration File:

Procurer\00001\eCertNotApplied.htm

```
<table width="100%" border="0" cellspacing="0" cellpadding="0" class="normtext">
<tr>
  <td>
    <p>The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company’s identity as well as signing and encryption of the company’s submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.</p>
    <p></p>
    <p>For company registered in Hong Kong, you are required to apply an 1024 bit Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the
```

Procurer\00001\eCertExpired.htm

```
<table width="100%" border="0" cellspacing="0" cellpadding="0" class="normtext">
<tr>
  <td>
    <p>The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company’s identity as well as signing and encryption of the company’s submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.</p>
    <p></p>
    <p>For company registered in Hong Kong, you are required to apply an 1024 bit Organisational e-Cert under your registered company name through Hongkong Post. For the
```

Procurer\00001\iCertNotApplied.htm

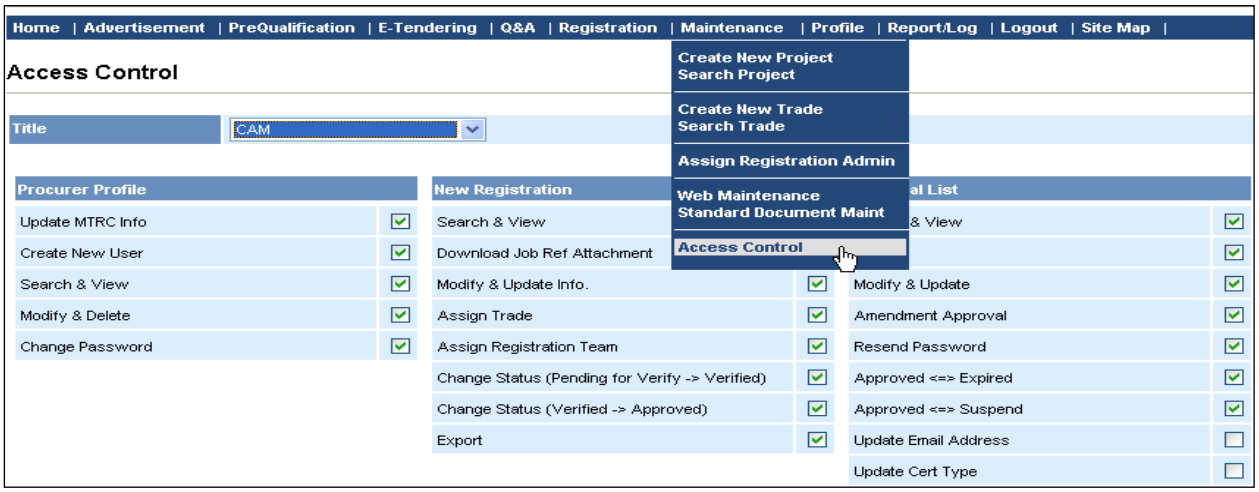
```
<table width="100%" border="0" cellspacing="0" cellpadding="0" class="normtext">
<tr>
  <td>
    <p>The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company’s identity as well as signing and encryption of the company’s submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.</p>
    <p></p>
```

Procurer\00001\iCertExpired.htm

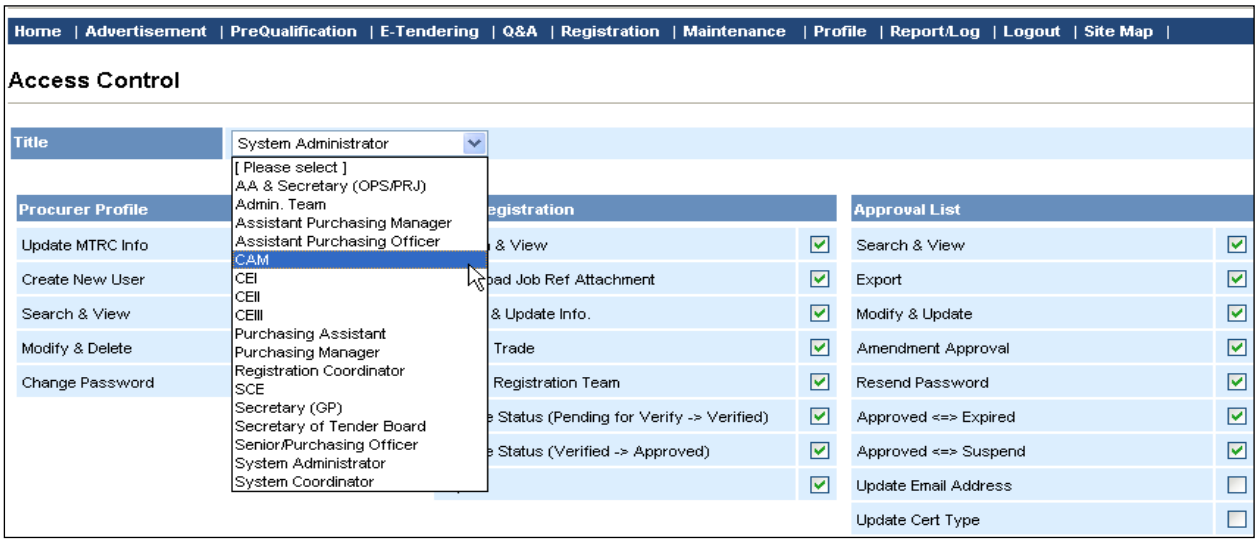
```
<table width="100%" border="0" cellspacing="0" cellpadding="0" class="normtext">
<tr>
  <td>
    <p>The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company’s identity as well as signing and encryption of the company’s submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.</p>
    <p></p>
    <p>For overseas company or Joint Venture/ Consortium company, you can acquire to apply a Digital Certificate online through the system.</p>
  </td>
```

M. Access Control

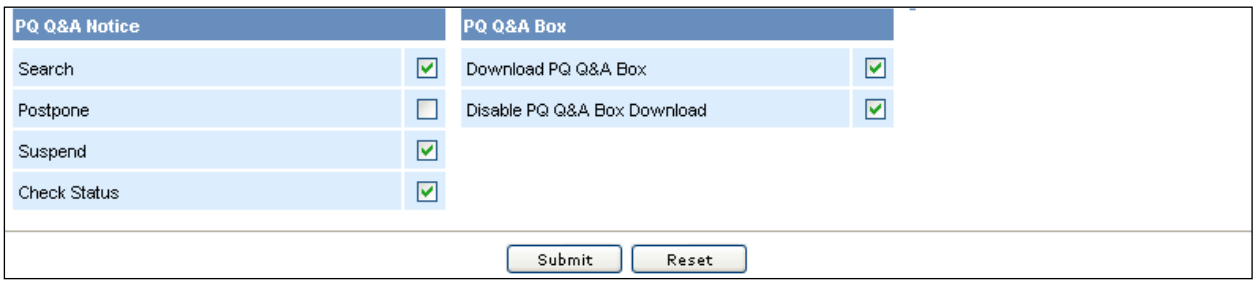
Step 1. Go to the menu bar to choose “Access Control” under “Maintenance”. This function is controlled by the access right of “Access Control” under “Others”.



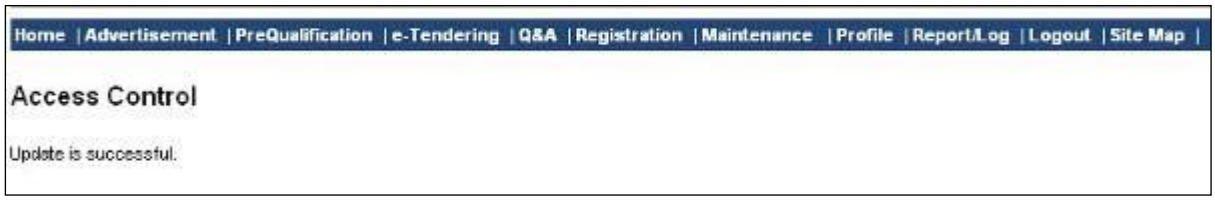
Step 2. Choose Title for which right of control is required to be changed.



Step 3. Check the box(es) for assigning access right or uncheck checked item to retrieve the right assigned.

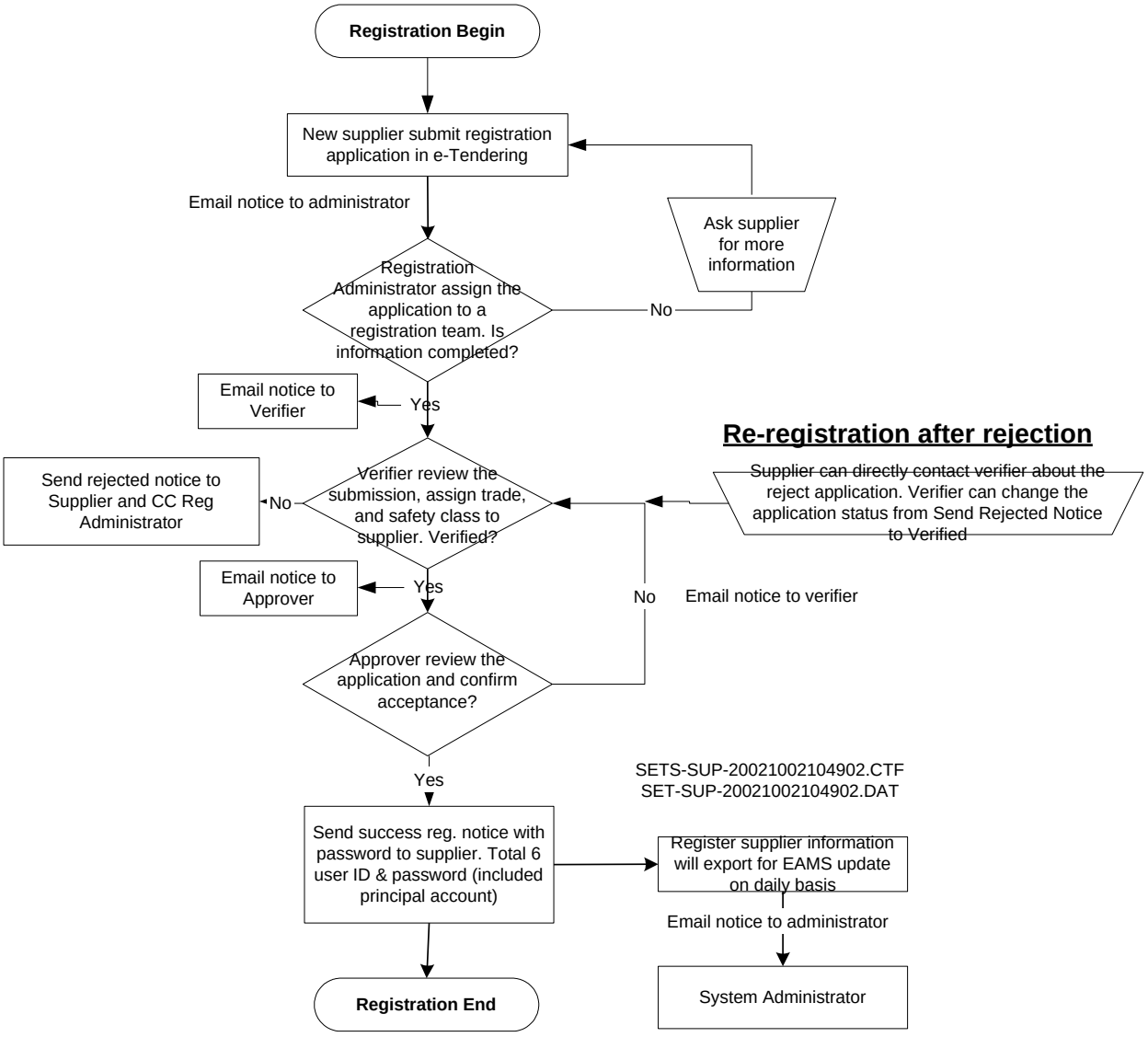


Step 4. Click “Submit” button to confirm update. An acknowledgement message will be shown if the access control is updated successfully.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Access Control
Update is successful.

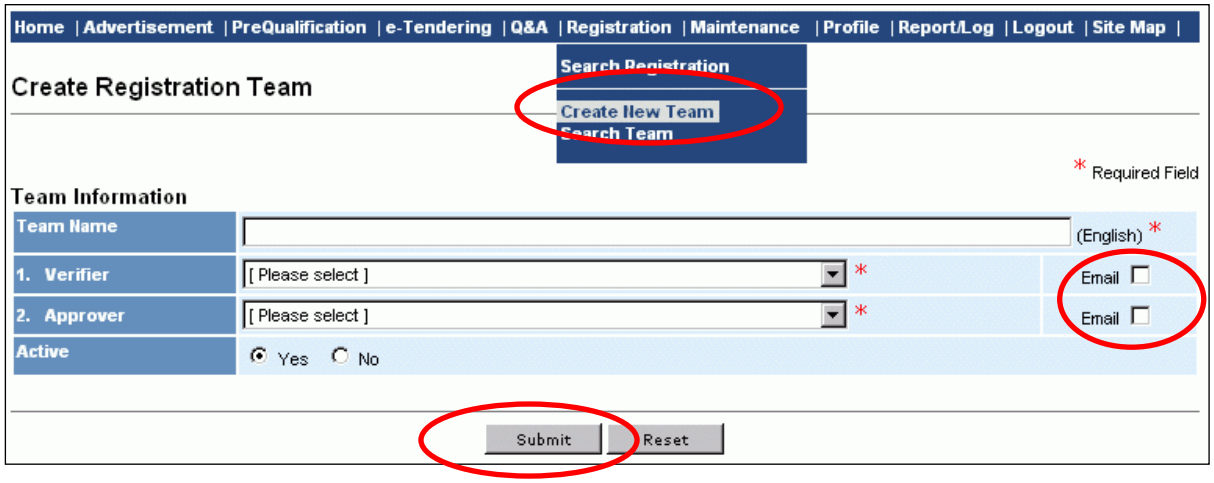
IV. Registration

Process flow on registration of supplier in e-Tendering


Registration Begin
New supplier submit registration application in e-Tendering
Email notice to administrator
Ask supplier for more information
Registration Administrator assign the application to a registration team. Is information completed?
No
Email notice to Verifier
Yes
Re-registration after rejection
Send rejected notice to Supplier and CC Reg Administrator
No
Verifier review the submission, assign trade, and safety class to supplier. Verified?
Supplier can directly contact verifier about the reject application. Verifier can change the application status from Send Rejected Notice to Verified
Email notice to Approver
Yes
No
Email notice to verifier
Approver review the application and confirm acceptance?
Yes
SETS-SUP-20021002104902.CTF
SET-SUP-20021002104902.DAT
Send success reg. notice with password to supplier. Total 6 user ID & password (included principal account)
Register supplier information will export for EAMS update on daily basis
Email notice to administrator
System Administrator
Registration End

A. Create Registration Team

Step 1: Choose “Create New Team” under “Registration”. This function is controlled by the access right of “Create New” under “Team”.



Step 2: Input team name and choose staff as verifier and approver for registration.

Step 3: Check “Email” box if the system is required to send email to the verifier and approver for registration.

Step 4: Click “Submit” button to confirm update.

Confirmation message will be shown as below upon successful update.

Note: If the registration team is set to inactive, it will not be shown for assigning team for new registration. But the verifier of the inactive team will still receive the email from supplier requesting for information update and be able to update the registration information once the registration is assigned to the team.

B. View, Modify & Delete Existing Registration Team

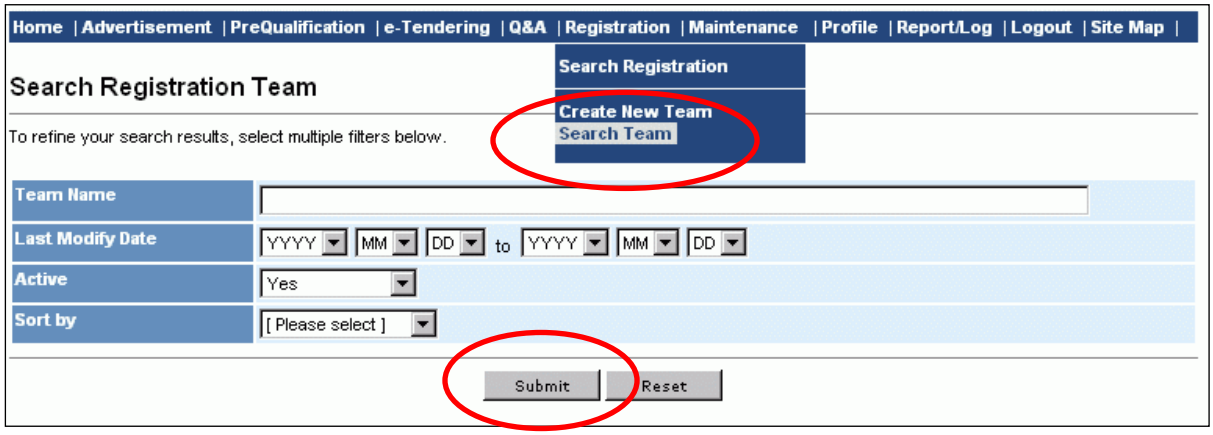
Step 1. Choose "Search Team" under "Registration". This function is controlled by the access right of "Search & View" under "Team".

Search criteria about the registration team are:

a. Team Name

b. Last modify date range

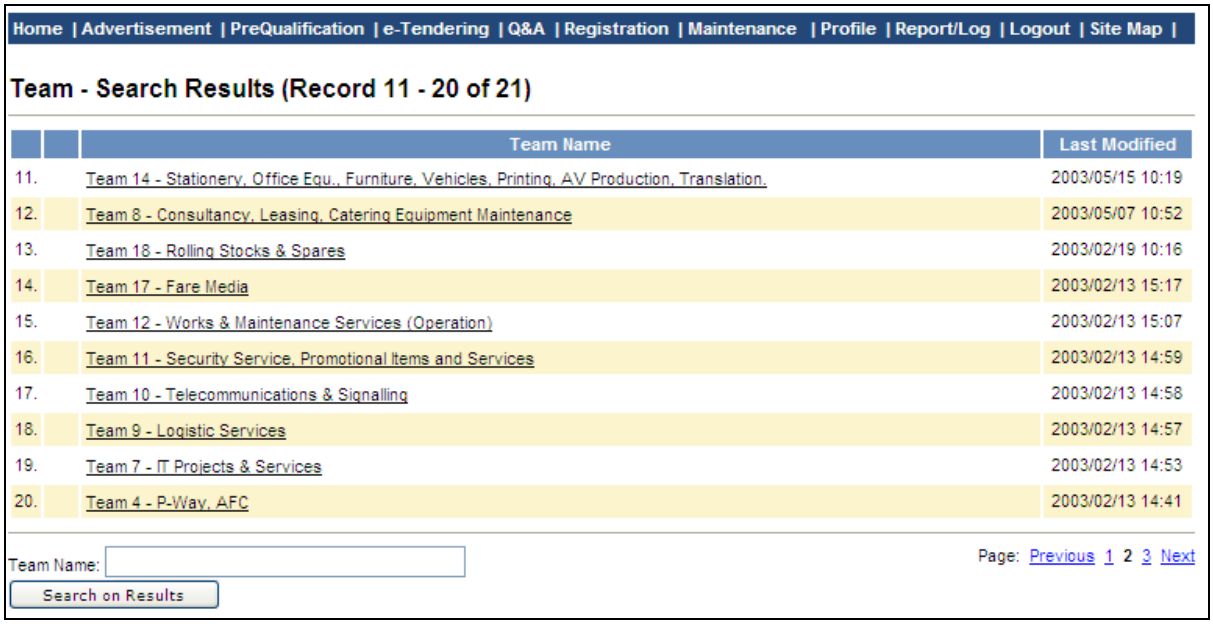
c. Status of the registration team

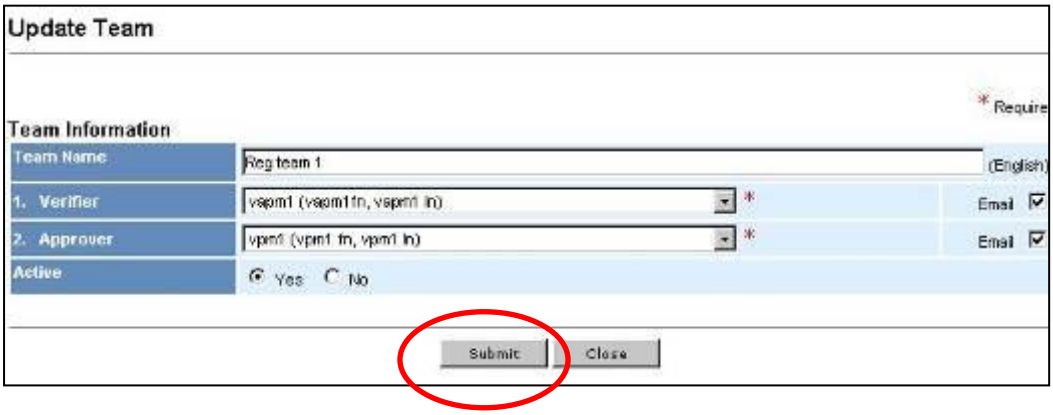

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Search Registration Team
Search Registration
Create New Team
Search Team
To refine your search results, select multiple filters below.
Team Name
Last Modify Date
YYYY MM DD to YYYY MM DD
Active
Yes
Sort by
[Please select]
Submit
Reset

Step 2. Choose searching criteria: Team Name, Last Modify Date, or Active Status.

By default the sorting order for the searching result is ordered by last modified date. Searching result can also be ordered by Team Name.

Step 3. Click "Submit" button to display the search result.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Team - Search Results (Record 11 - 20 of 21)
Team Name
Last Modified
11. Team 14 - Stationery, Office Equ., Furniture, Vehicles, Printing, AV Production, Translation, 2003/05/15 10:19
12. Team 8 - Consultancy, Leasing, Catering Equipment Maintenance 2003/05/07 10:52
13. Team 18 - Rolling Stocks & Spares 2003/02/19 10:16
14. Team 17 - Fare Media 2003/02/13 15:17
15. Team 12 - Works & Maintenance Services (Operation) 2003/02/13 15:07
16. Team 11 - Security Service, Promotional Items and Services 2003/02/13 14:59
17. Team 10 - Telecommunications & Signalling 2003/02/13 14:58
18. Team 9 - Logistic Services 2003/02/13 14:57
19. Team 7 - IT Projects & Services 2003/02/13 14:53
20. Team 4 - P-Way, AFC 2003/02/13 14:41
Team Name:
Search on Results
Page: Previous 1 2 3 Next

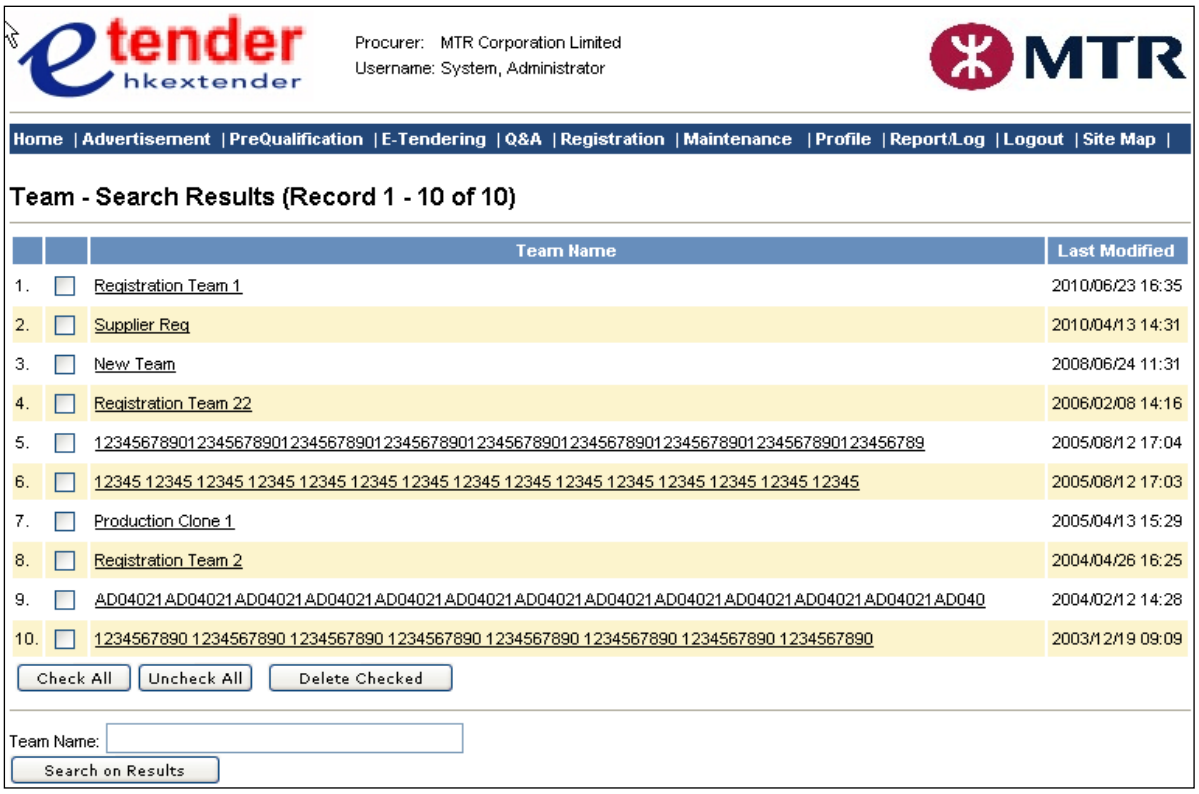


Step 4. Click "Team Name" to view details.

Step 5. Change verifier and approver shown in the above screen as required. Moreover, procurer user must have the access right in both "Search View" and "Modify Existing" in order to modify team member information.

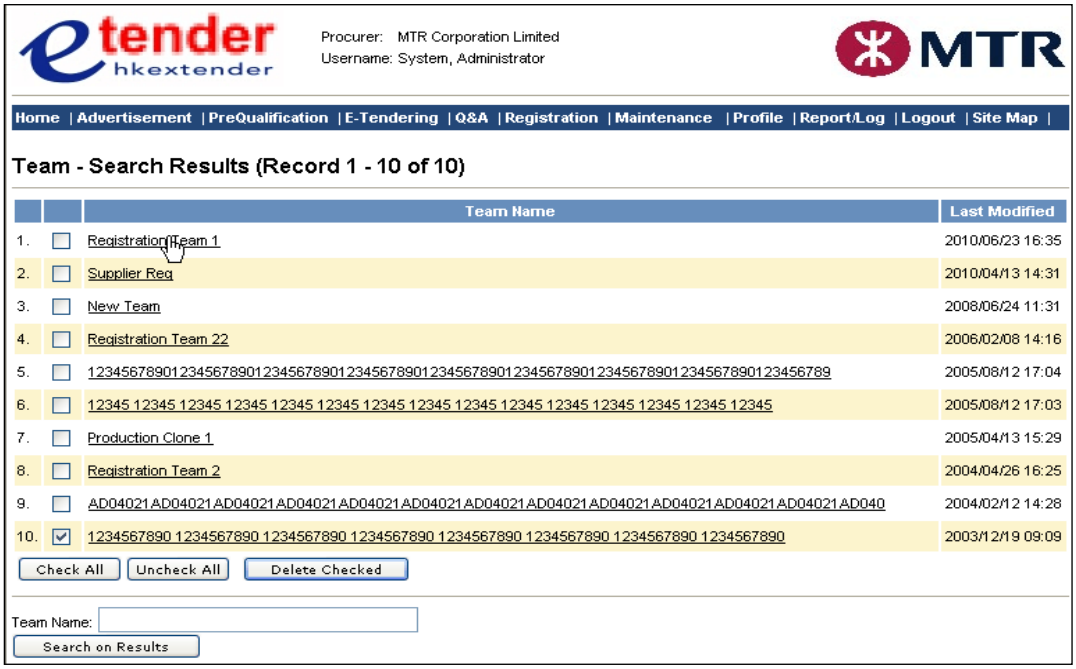
Step 6. Click "Submit" button to confirm changes.

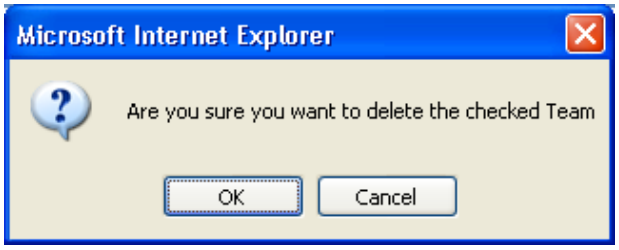
Step 7. Existing registration team can be deleted. This function is controlled by the access right of "Delete Existing" under "Team". Search the team to be deleted as per Step 1 to 3 above.



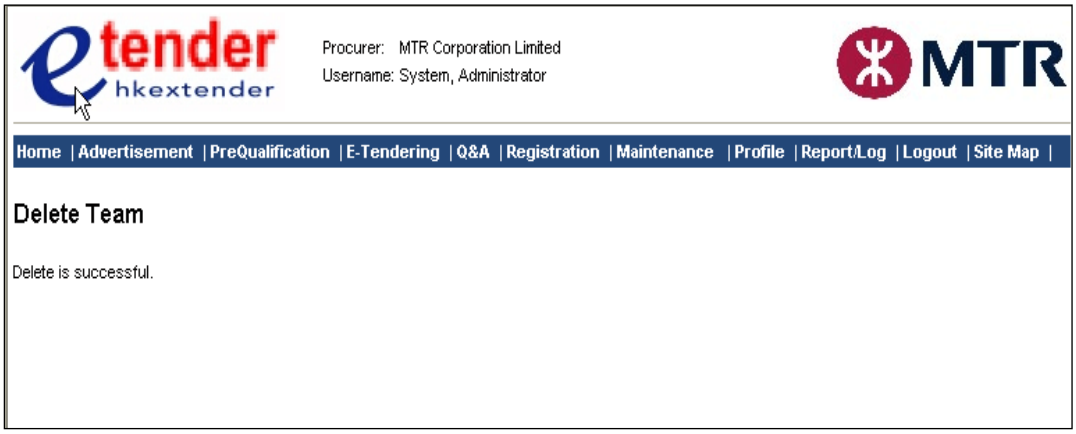
Step 8. The team can be deleted by first checking the box beside the team and click “Delete Checked”. Message will be prompted by the system to confirm the deletion.

User can click “Check All” button to select all teams displayed or click “Uncheck All” button to deselect all checked team(s).





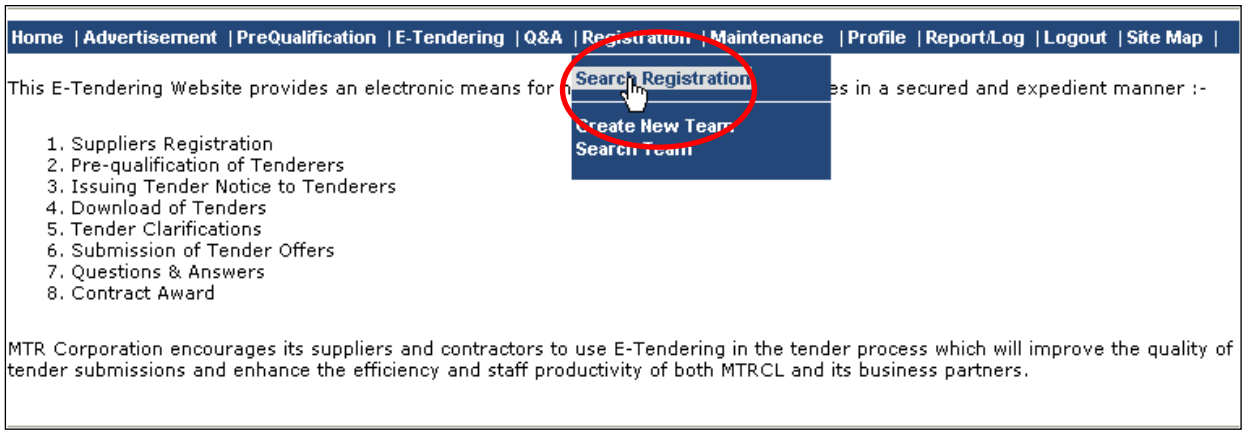
Step9. Press “OK” button to confirm the deletion of the checked team(s). An acknowledgement message will be shown if the trade(s) are deleted successfully.


etender
hkextender
Procurer: MTR Corporation Limited
Username: System, Administrator
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Delete Team
Delete is successful.

Notice: Delete Team function is ONLY for procurer to delete registration team that has not been assigned for any registration. Procurer must be sure that no supplier registration is associated with the team before deletion. Once the registration team is deleted, information of all suppliers assigned to that registration team will not be able to be updated.

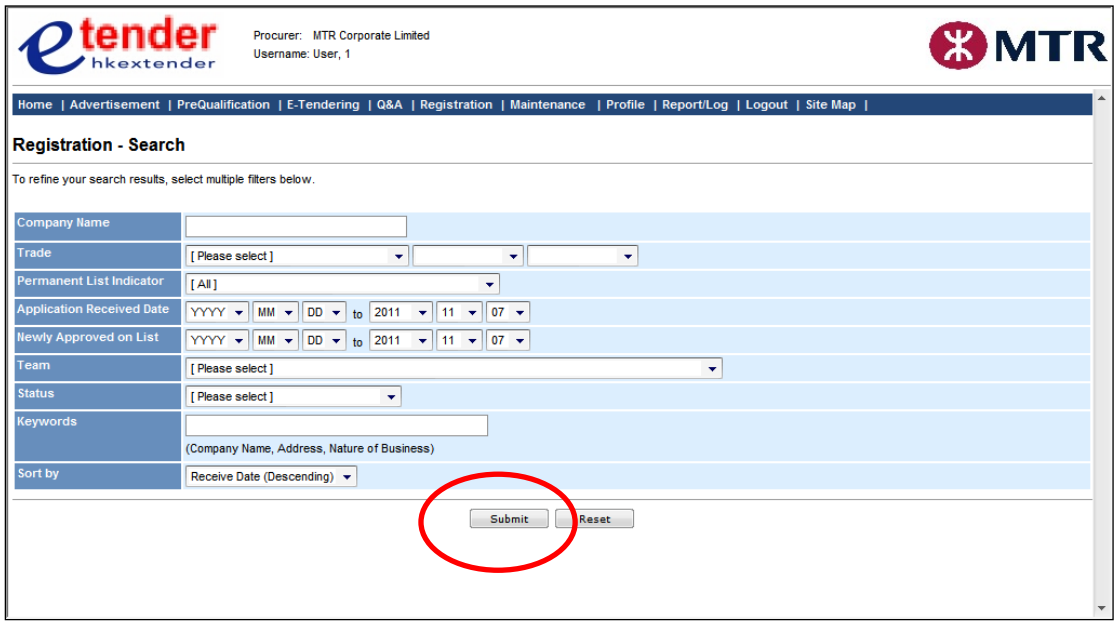
C. Search New / Existing Registration

Step 1. Go to the menu bar at the top and click “Search Registration” under “Registration”. This function is controlled by the access right of “Search & View” under “New Registration”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Search Registration
Create New Team
Search Team
This E-Tendering Website provides an electronic means for
es in a secured and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTRCL and its business partners.

Step 2. Input search criteria about the registration.

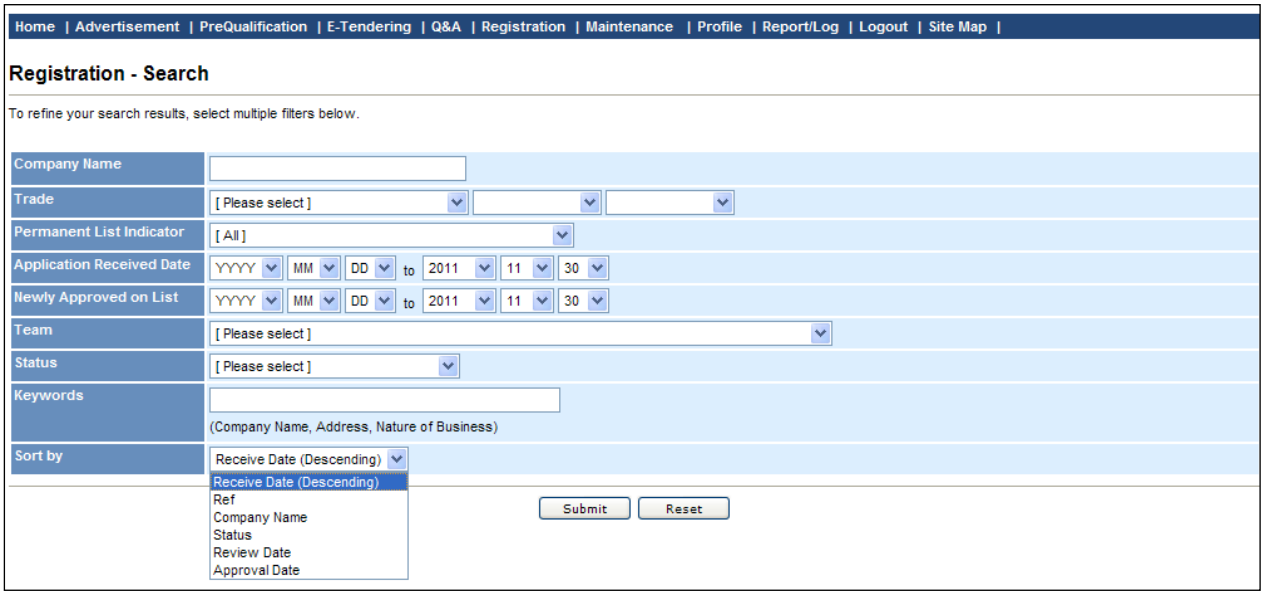
- By Company Name
- By Trade
- By Permanent List Indicator
- By Application Received Date
- By Newly Approved on List
- By Team
- By Registration Status
- By Keywords (Company Name, Address, Nature of Business)



Step 3. The search results can be sorted by

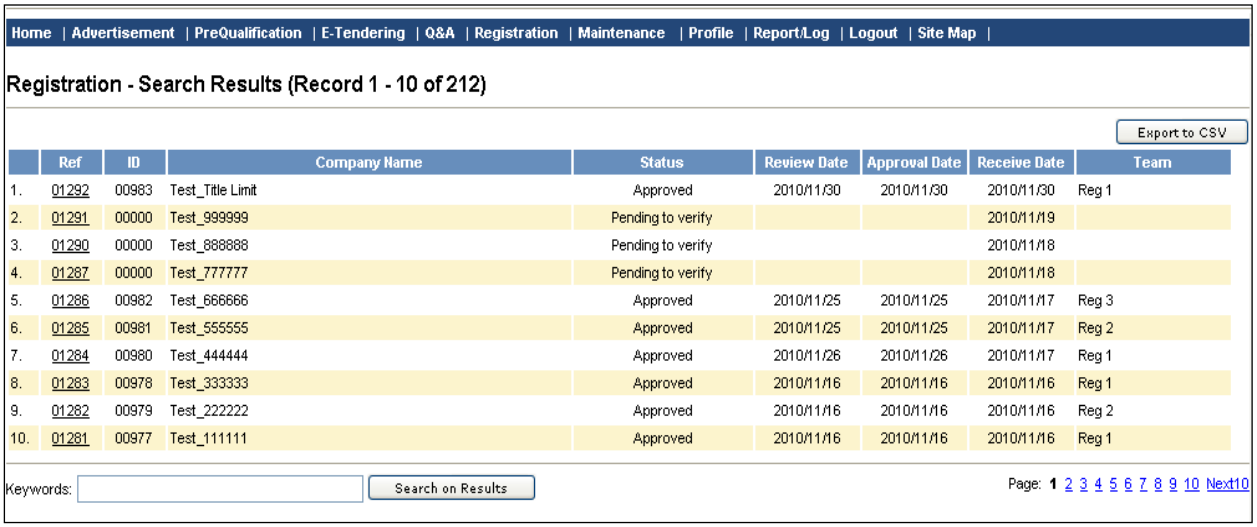
- By Receive Date (Descending)

- By Ref
- By Company Name
- By Status
- By Review Date
- By Approval Date



Step 4. The search result will be shown as below:

By default the search result is ordered by the Receive Date. The company name and the registration status will be shown.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Registration - Search Results (Record 1 - 10 of 212)
Export to CSV
Keywords:
Search on Results
Page: 1 2 3 4 5 6 7 8 9 10 Next10

	Ref	ID	Company Name	Status	Review Date	Approval Date	Receive Date	Team
1.	01292	00983	Test_Title Limit	Approved	2010/11/30	2010/11/30	2010/11/30	Reg 1
2.	01291	00000	Test_999999	Pending to verify			2010/11/19	
3.	01290	00000	Test_888888	Pending to verify			2010/11/18	
4.	01287	00000	Test_777777	Pending to verify			2010/11/18	
5.	01286	00982	Test_666666	Approved	2010/11/25	2010/11/25	2010/11/17	Reg 3
6.	01285	00981	Test_555555	Approved	2010/11/25	2010/11/25	2010/11/17	Reg 2
7.	01284	00980	Test_444444	Approved	2010/11/26	2010/11/26	2010/11/17	Reg 1
8.	01283	00978	Test_333333	Approved	2010/11/16	2010/11/16	2010/11/16	Reg 1
9.	01282	00979	Test_222222	Approved	2010/11/16	2010/11/16	2010/11/16	Reg 2
10.	01281	00977	Test_111111	Approved	2010/11/16	2010/11/16	2010/11/16	Reg 1

Step 5. Click on the “Ref” of a specific supplier/contractor to view registration details.

Registration - Details (Ref: 00841)

* Re

A1. General Information

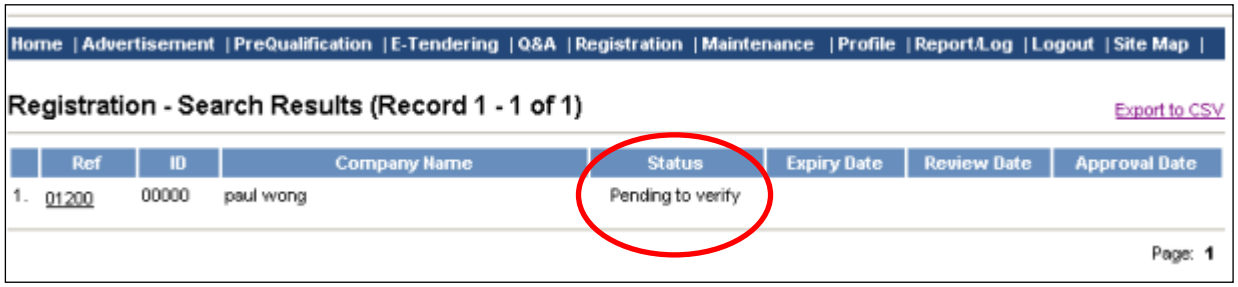
1. Company Name	MTR Supplier Account (English) * (Chinese)
2. Company Short Name	MTRSA
3. Correspondence Address	(Office) 30/F, MLC Millennia Plaza (English) (Chinese) 663 King's Road, North Point Hong Kong Tel 25125468 Fax 25125469
4. E-mail Address	vincent_liu@go-business.com.hk
5. Company URL	http://
6. Main Business Nature	Construction Piling Fixture

D. View & Assign Team for New Registration

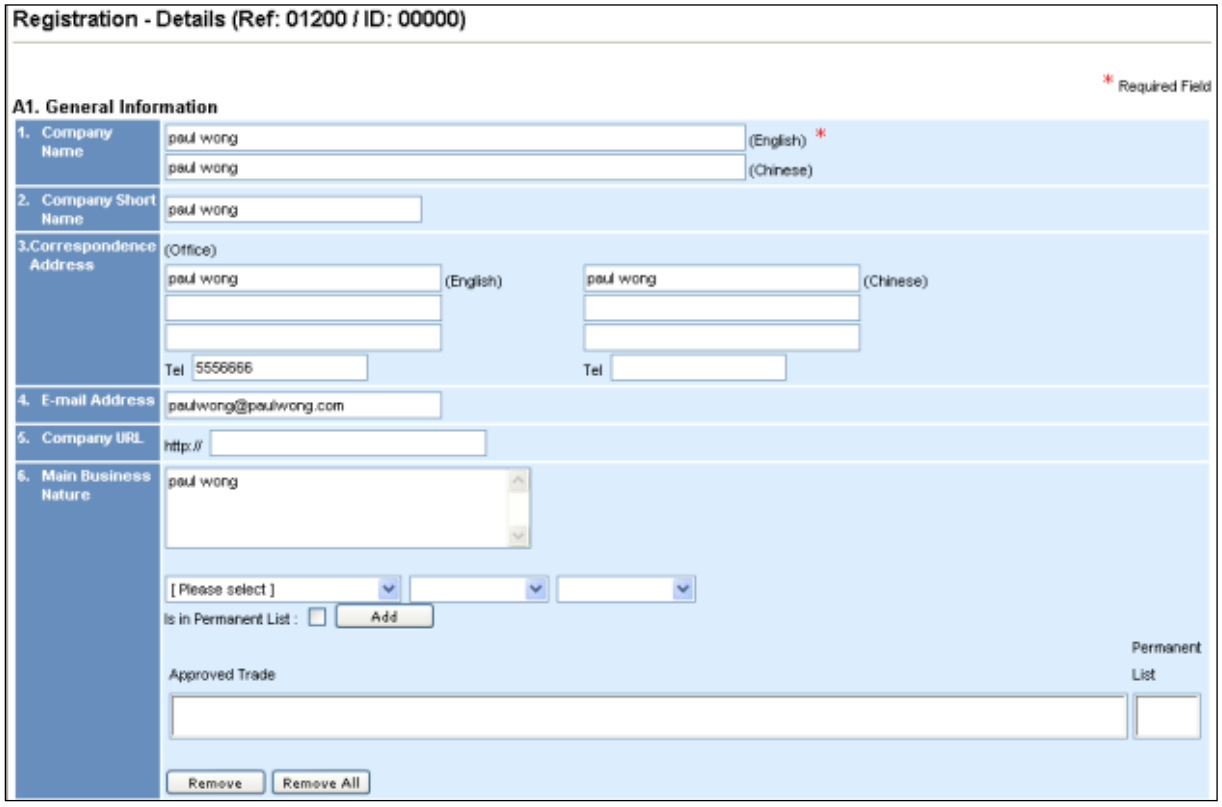
Step 1. When a new company has submitted the registration application, the user who is assigned as Registration Administrator will receive an email when an email alert setting is made.

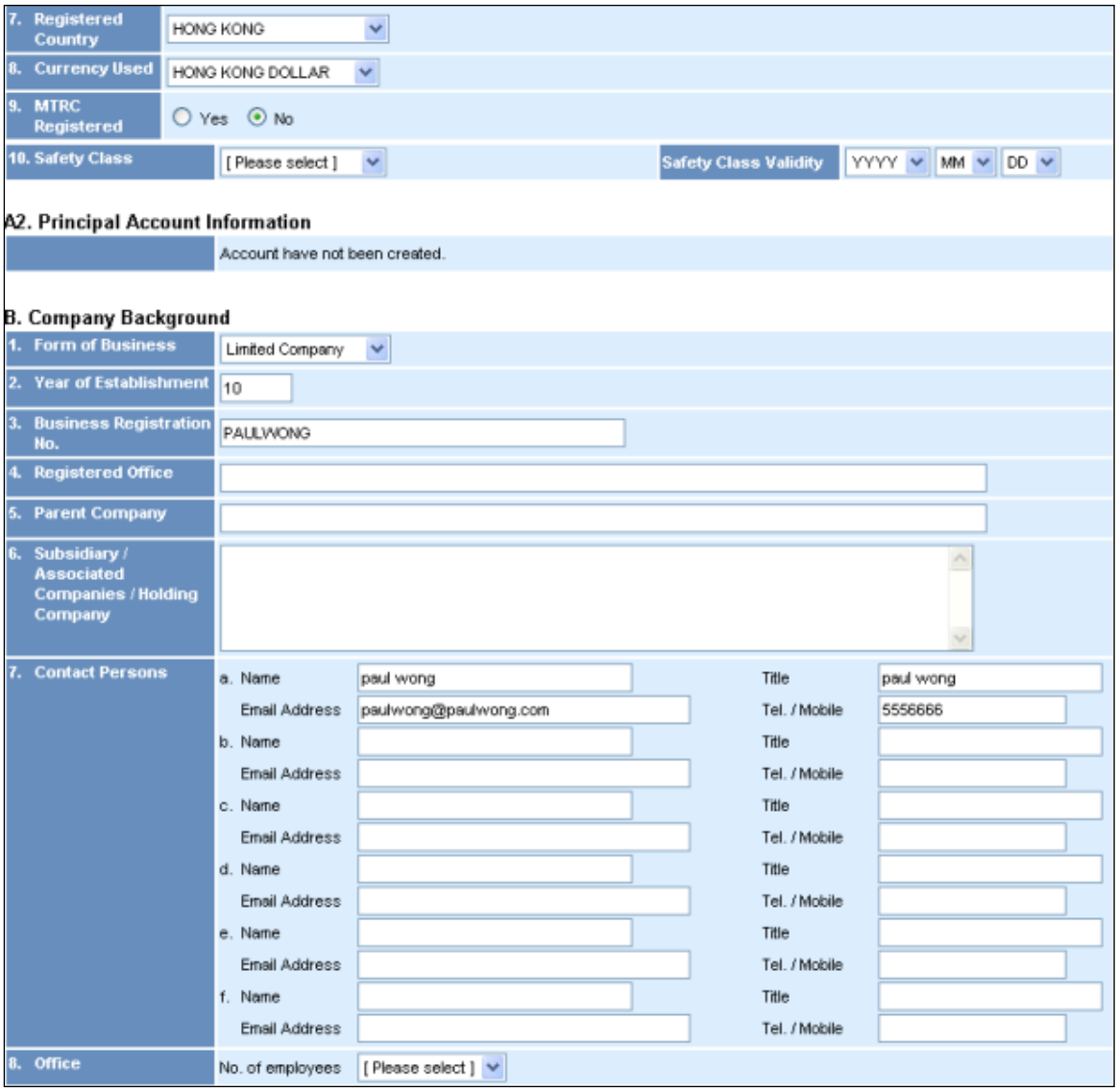
Step 2. Go to the menu bar at the top and click "Search Registration". (Please follow Step 1 to Step 3 under Section C Search New / Existing Registration. Please choose "Pending to verify" as criteria in Status.)

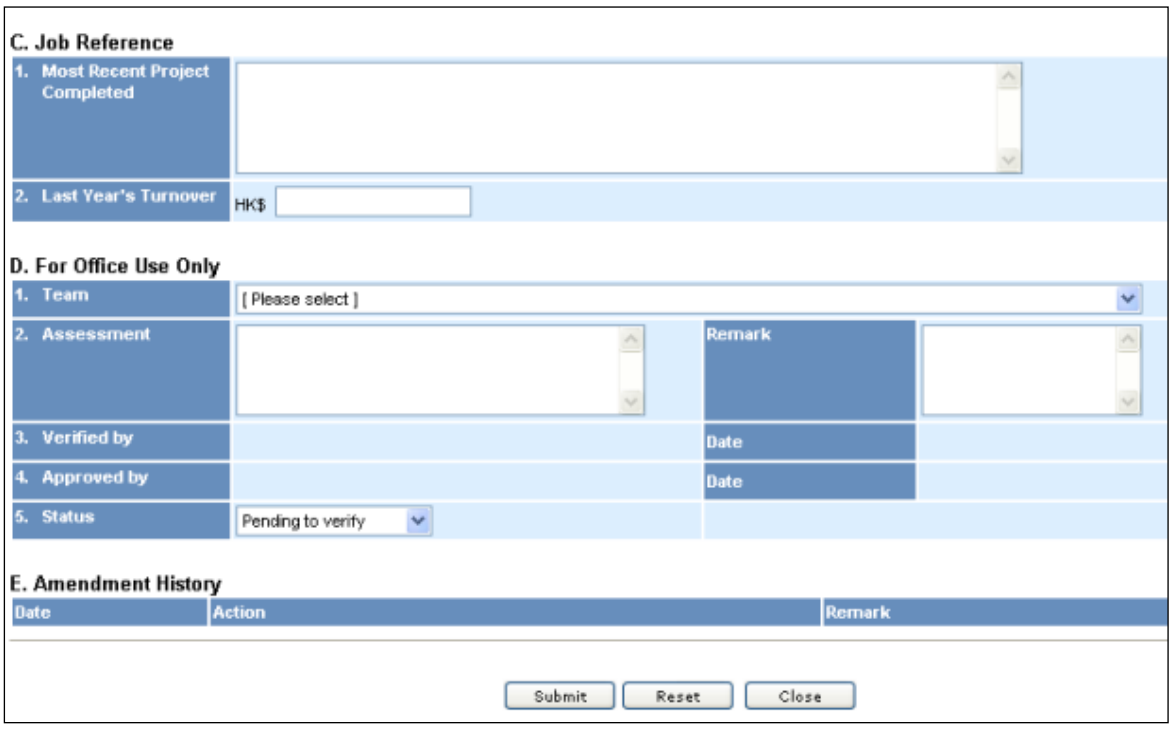
Step 3. New registrations with status "Pending to verify" will be displayed.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Registration - Search Results (Record 1 - 1 of 1)
Export to CSV
Ref
ID
Company Name
Status
Expiry Date
Review Date
Approval Date
1. 01200 00000 paul wong Pending to verify
Page: 1

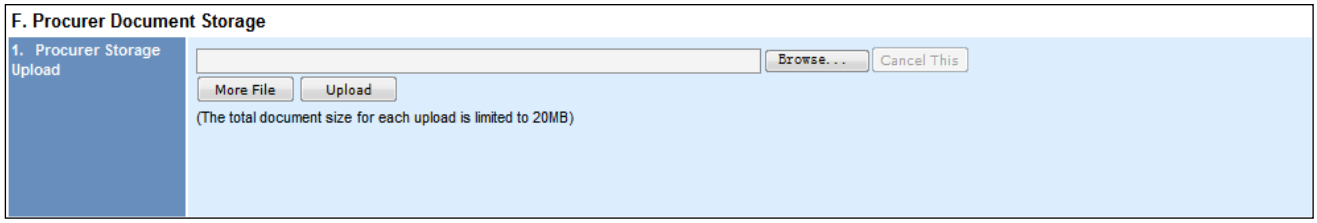
Step 4. Click on the "Ref" of a specific company to view registration details including principal account info, company background and job reference, etc.



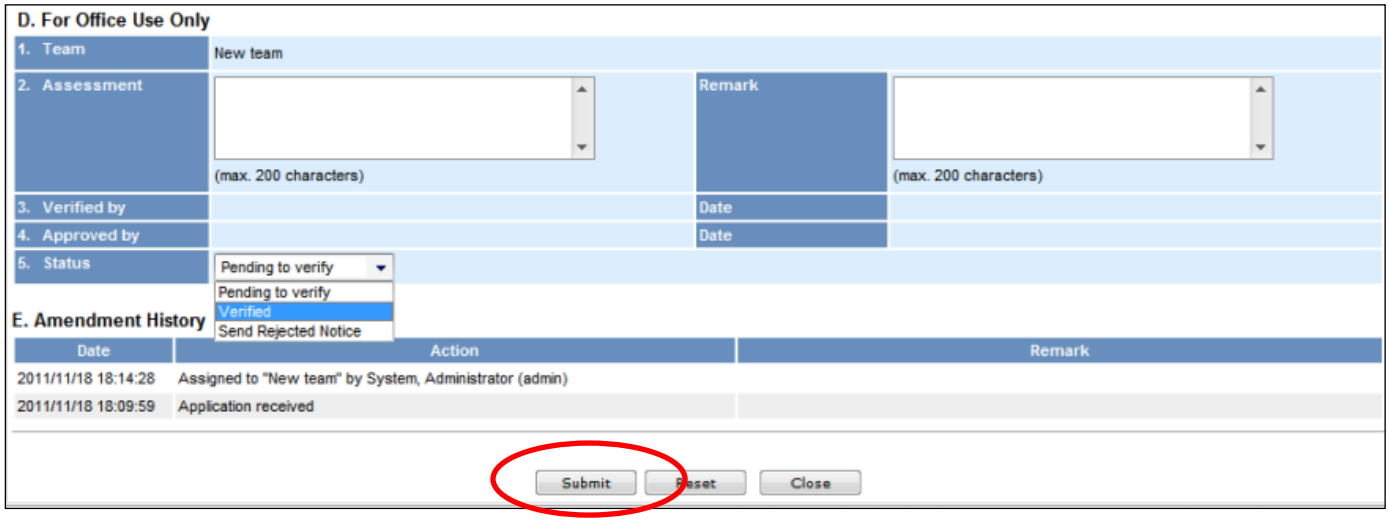

7. Registered Country
HONG KONG
8. Currency Used
HONG KONG DOLLAR
9. MTRC Registered
Yes
No
10. Safety Class
[Please select]
Safety Class Validity
YYYY
MM
DD
A2. Principal Account Information
Account have not been created.
B. Company Background
1. Form of Business
Limited Company
2. Year of Establishment
10
3. Business Registration No.
PAULWONG
4. Registered Office
5. Parent Company
6. Subsidiary / Associated Companies / Holding Company
7. Contact Persons
a. Name
paul wong
Title
paul wong
Email Address
paulwong@paulwong.com
Tel. / Mobile
5556666
b. Name
Title
Email Address
Tel. / Mobile
c. Name
Title
Email Address
Tel. / Mobile
d. Name
Title
Email Address
Tel. / Mobile
e. Name
Title
Email Address
Tel. / Mobile
f. Name
Title
Email Address
Tel. / Mobile
8. Office
No. of employees
[Please select]


C. Job Reference
1. Most Recent Project Completed
2. Last Year's Turnover
HK$
D. For Office Use Only
1. Team
[Please select]
2. Assessment
Remark
3. Verified by
Date
4. Approved by
Date
5. Status
Pending to verify
E. Amendment History
Date
Action
Remark
Submit
Reset
Close

Step 5. Go to Section F – to download and/or view the attached documents by applicant. Procurer can also upload existing files about this company. For uploading files in section F, procurer user must have the access right for "Download Job Ref. Attachment" otherwise the whole section will not be displayed.



Step 6. Go to Section D – For Office Use Only, assign "Registration Team" for the registration. The System will only accept "Team" assigned by registration administrator. All other information updated by the registration administrator will not be saved. (Registration Administrator is the only person that can assign registration team and he must have the access right for "Assign Registration Team" under "New Registration".)



Step 7. Click "Submit" button to finish assignment. Confirmation will be shown after completion.

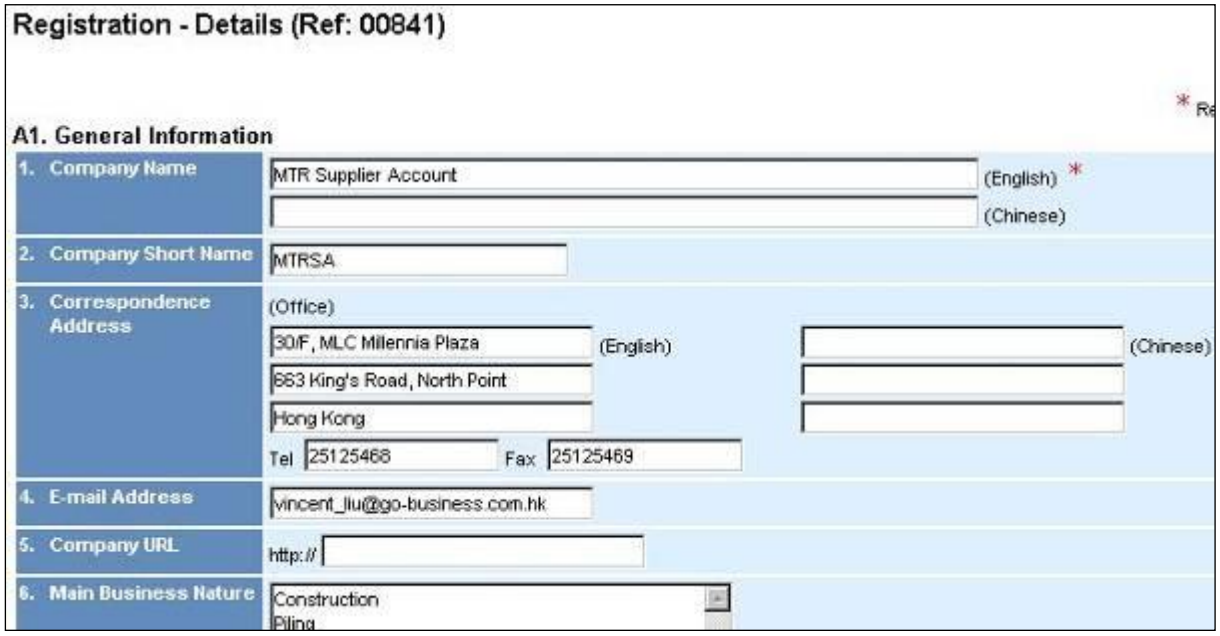
Note: Registration team for a new registration can be reassigned by the registration administrator if the new registration has not been verified by the verifier.

If the mode of Auto Assign Team is turned on, the registration will assigned to specified team automatically and the verifier will informed by email notification.

E. Verify New Registration (Verifier)

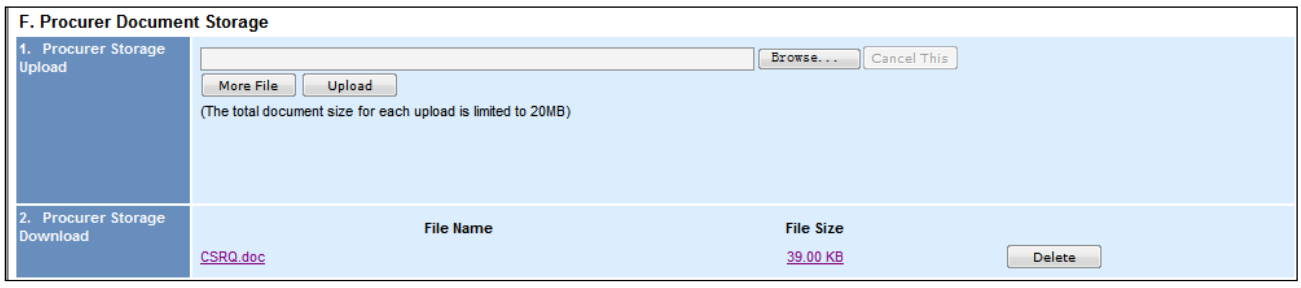
Step 1. After the registration administrator has assigned the registration team, the verifier of the team should receive an email (if email alert is set in registration team record) and search the registration following Step 1 to Step 4 as illustrated in "Search New / Existing Registration". Please choose "Pending to Verify" as criteria in Status.

Step 2. Check the information in registration form.



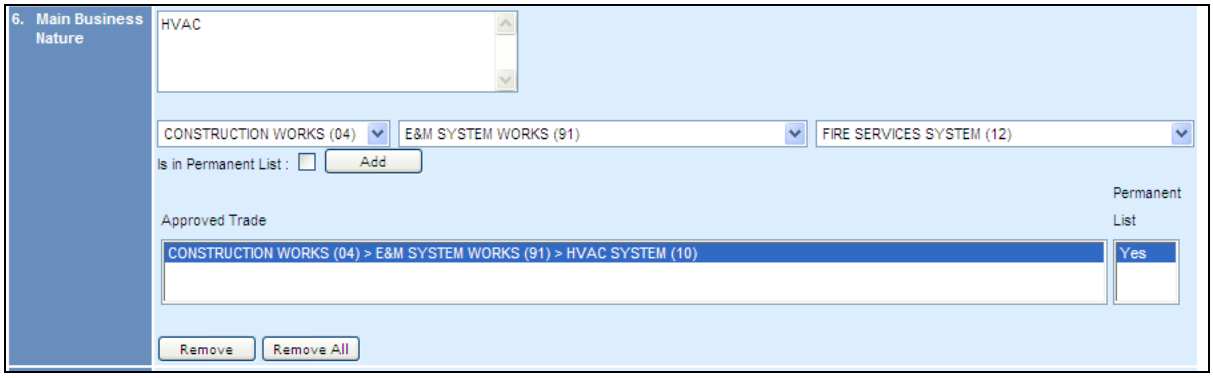
Step 3. Amend information if any.

Step 4. Go to Section F – to download /view the attached documents by applicant. Verifier can also upload existing files about this company.



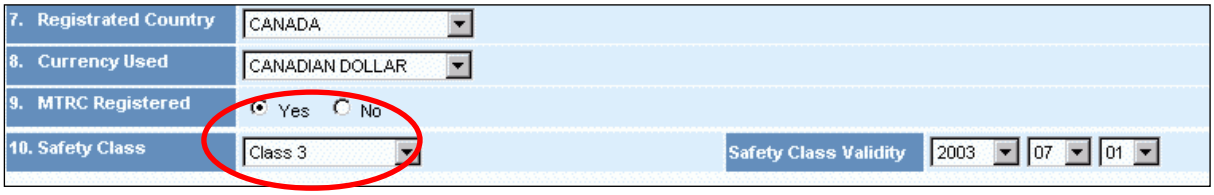
Step 5. Go to Section A1 – General Information, and select appropriate trade(s). (If the trade code is consisted of two or three levels, please select sub-trade names in boxes). Check the box "Is in Permanent List" if the contractor is already in the Permanent List of Qualified Contractors. Press "Add" button to confirm. (Notice: the logon user must have access right in

"Assign Trade" otherwise the "Add" button will not be displayed.). The maximum no. of Trade to be assigned is 180.



Step 6. Highlight approved trade and click "Remove" button to delete trade if necessary. Repeat Step 5 as required to include more trade(s) for the company. (Maximum trades: 180) Verifier must have access right for "Assign Trade" under "New Registration".

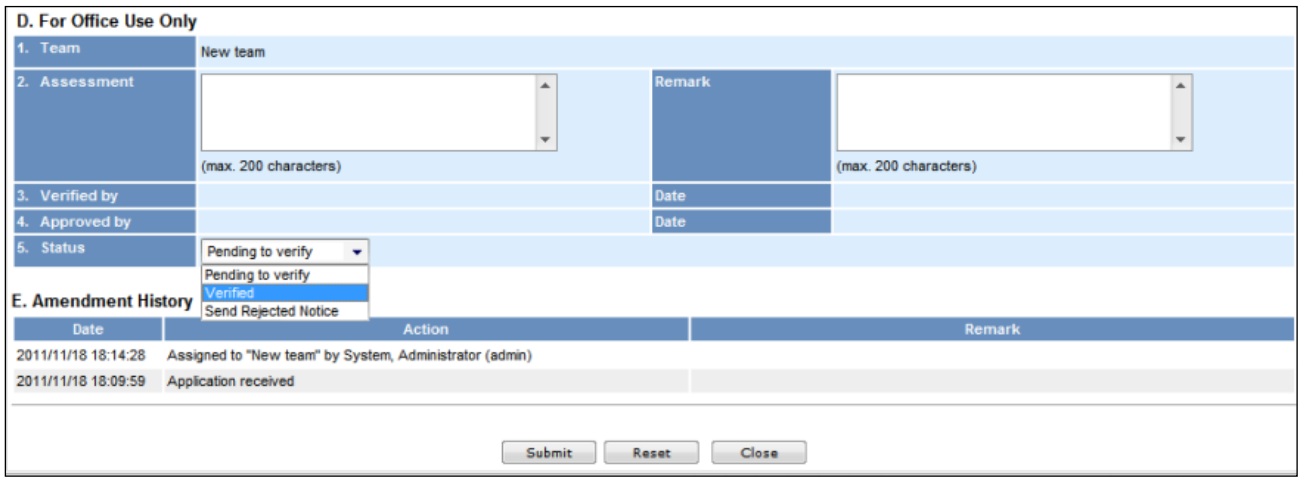
Step 7. Assign safety class and validity date if appropriate.



Step 8. Go to section D - Type in assessment information in the "Remarks" Box as necessary. If the application is rejected, reason for rejection should be stated in the "Assessment" Box.

(Notice: Logon user must have access right in "Modify & Update Info" otherwise the "Submit" button will not be displayed. Moreover, only verifier can change the status from Pending to verify to Verified and he must also have the right for "Change Status (Pending for Verify → Verified" under "New Registration".)

Step 9. Choose "Verified" under status to allow approver to check and approve the registration or choose "Send Rejected Notice" to reject the application.



Step 10. Press “Submit” button when the verification is finished.

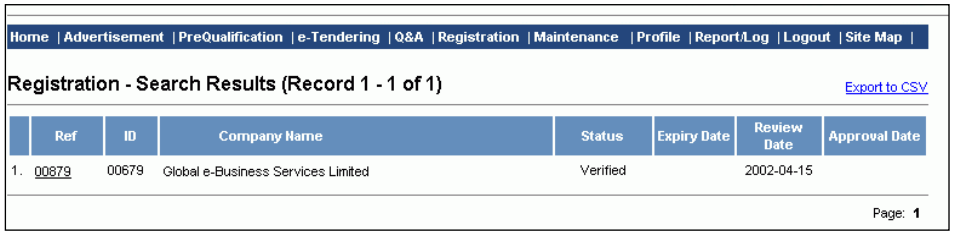
Step 11. The following confirmation will appear upon successful submission.

Note : Verifier can delete the registration, which was submitted by someone tampering with the System, by clicking the “Delete” button.

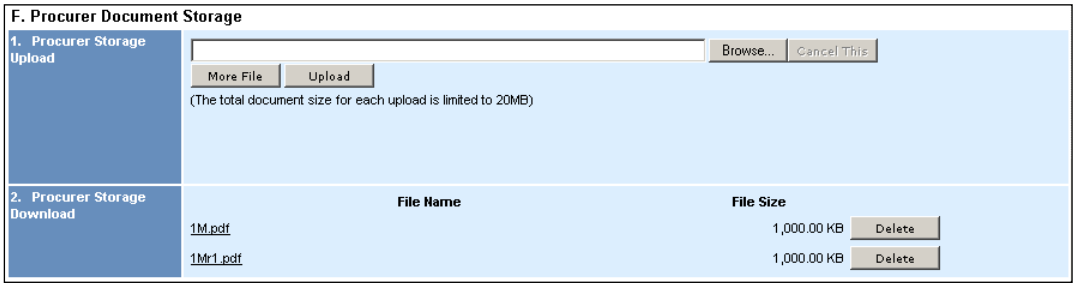
F. Upload New Document / Delete Existing Document for Verified Registration (Verifier)

Step 1. Search the registration following Step 1 to Step 4 as illustrated in "Search New / Existing Registration". Please choose "Verified" as criteria in Status.

Step 2. The registration pending to be approved will be shown as status "Verified".



Step 3. Go to Section F – to download / view the attached documents by applicant. Verifier can also upload new files or delete existing files about this company.

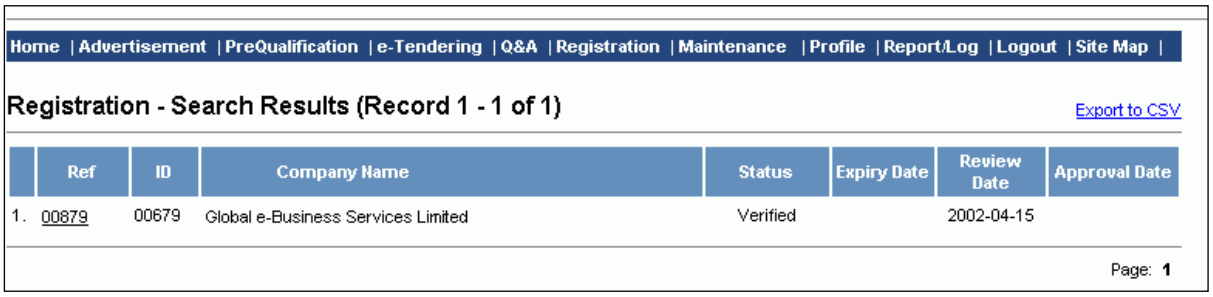


G. Approve / Reject New Registration (Approver)

Step 1. When the registration application is verified, the staff member who is assigned as "approver" will receive an email for approval if email alert is chosen before. Or the approver will need to check registration pending for approval under his/her account.

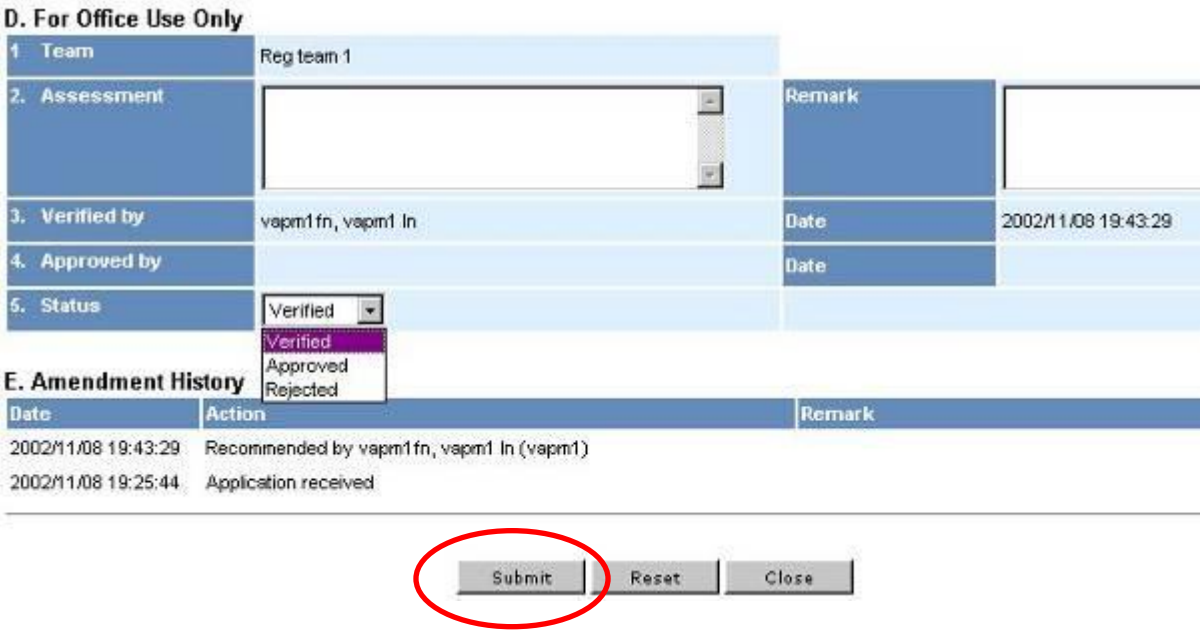
Step 2. Search the registration according to Step 1 to Step 3 as illustrated in Section C. Choose Status as "Verified".

Step 3. The registration pending to be approved will be shown as status "Verified".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Registration - Search Results (Record 1 - 1 of 1)
Export to CSV
Ref
ID
Company Name
Status
Expiry Date
Review Date
Approval Date
1. 00879 00679 Global e-Business Services Limited Verified 2002-04-15
Page: 1

Step 4. Click on the "Ref" to select a specific company to view the verified registration details. Amend the information, if any.

Step 5. Go to section D - Click "Approved" or "Rejected" on the status and then press "Submit" button. Type in assessment information in the "Remarks" Box as necessary. State reasons in the "Assessment" Box if the application is rejected.
(Notice: user must have access right for "Modify & Update Info" under "New Registration" otherwise the "Submit" button will not be displayed. Moreover, only approver can change the status from Verified to Approved or Rejected and he must have the right for "Change Status (Verified → Approved" under "New Registration".)



The following confirmation will be shown.

Step 6. After the registration is approved, the system will automatically send email to the supplier about the new accounts and passwords.

Step 7. If the registration is rejected, the system will send email to the verifier to follow up.

If the approver rejects the application, then an email about registration rejection will be sent to the verifier. And the verifier should send a rejection email to the supplier by changing the status from Rejected to Send Rejected Notice. The rejected notice Email will also be c.c. to the Registration Administrator.

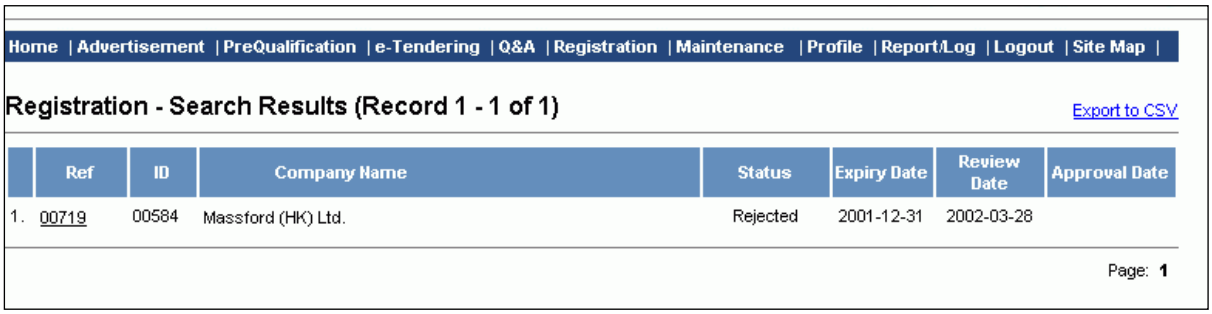
Once a new registration is approved, the info of the new supplier will be exported as interface file for the Logistic Team's updating of records in EAMS.

H. Send Rejected Notice to New Registration (Verifier)

Step 1. When the registration application is rejected by the approver, the verifier shall send rejected notice to the supplier.

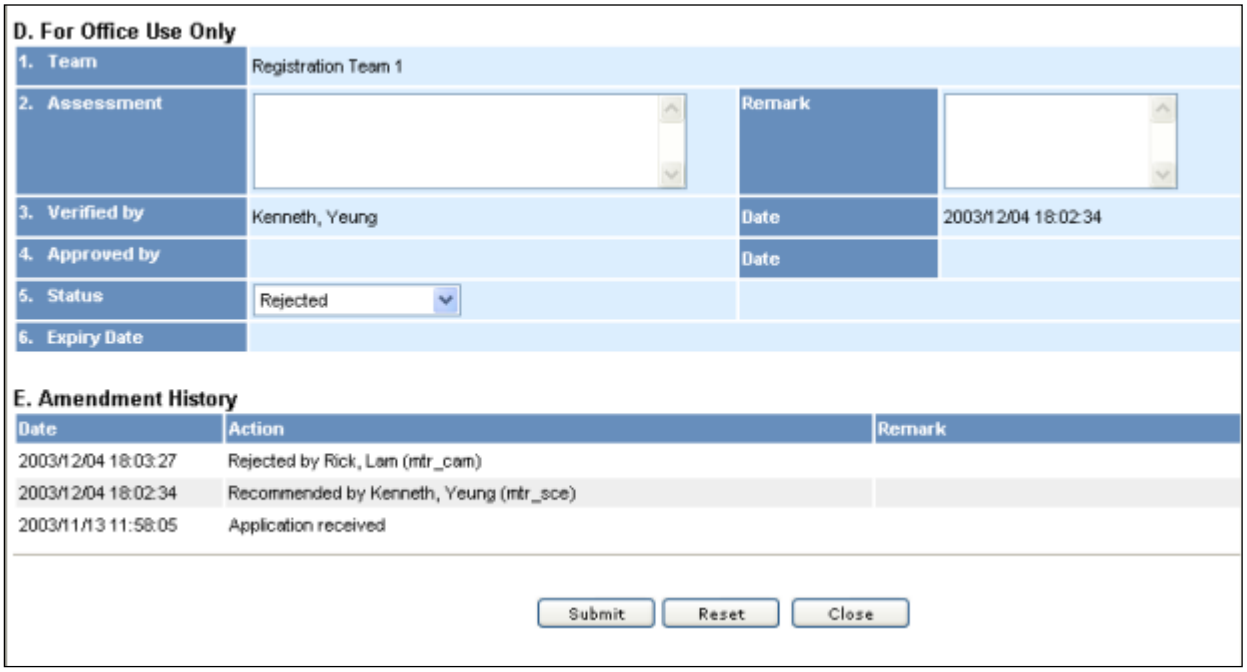
Step 2. Search the registration according to Step 1 to Step 3 as illustrated in Section C.

Step 3. The registration will be shown as "rejected".



Step 4. Click on the "Ref" to view the registration details.

Step 5. Choose "Send Rejected Notice" under status. Verifier can also input or edit assessment result in the "Assessment" Box. The assessment result will be sent to the supplier in the reject notice email.



Step 6. Click "Submit" button so that the system will send email to the applicant. The following acknowledgement will then be displayed.

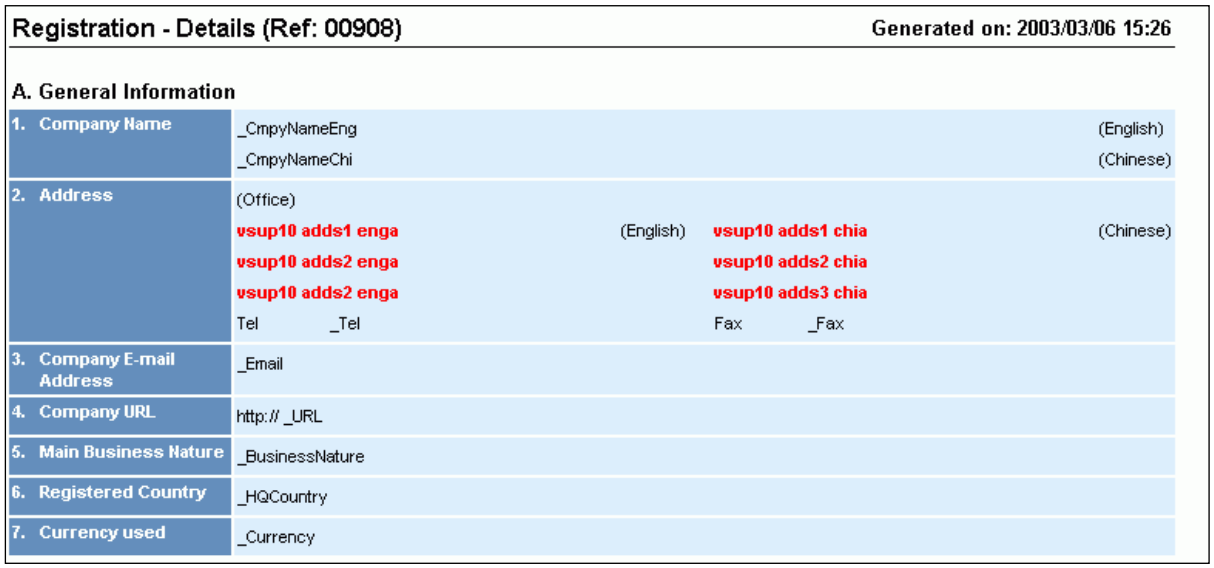
A reject notice email is sent to the supplier notifying for the rejection of the application. The rejected notice email will also be c.c. to Registration Administrator.

The status of the supplier can be subsequently changed by the verifier from “Send Rejected Notice” to “Verified” if the registration details are updated.

I. Update Registration

There are two types of Update Registration Requests.

- Change of information by Supplier (e.g. change of address)
  ⇨ System will automatically send an e-mail to the verifier of the "Registration Team" assigned to the supplier with a html format attachment. The information that has been modified will be displayed in red so that verifier can view the updated supplier information.



Registration - Details (Ref: 00908) — **Generated on: 2003/03/06 15:26**

A. General Information

1. Company Name	_CmpyNameEng				(English)
	_CmpyNameChi				(Chinese)
2. Address	(Office)				
	vsup10 adds1 enga	(English)	vsup10 adds1 chia		(Chinese)
	vsup10 adds2 enga		vsup10 adds2 chia		
	vsup10 adds2 enga		vsup10 adds3 chia		
	Tel _Tel		Fax _Fax		
3. Company E-mail Address	_Email				
4. Company URL	http:// _URL				
5. Main Business Nature	_BusinessNature				
6. Registered Country	_HQCountry				
7. Currency used	_Currency				

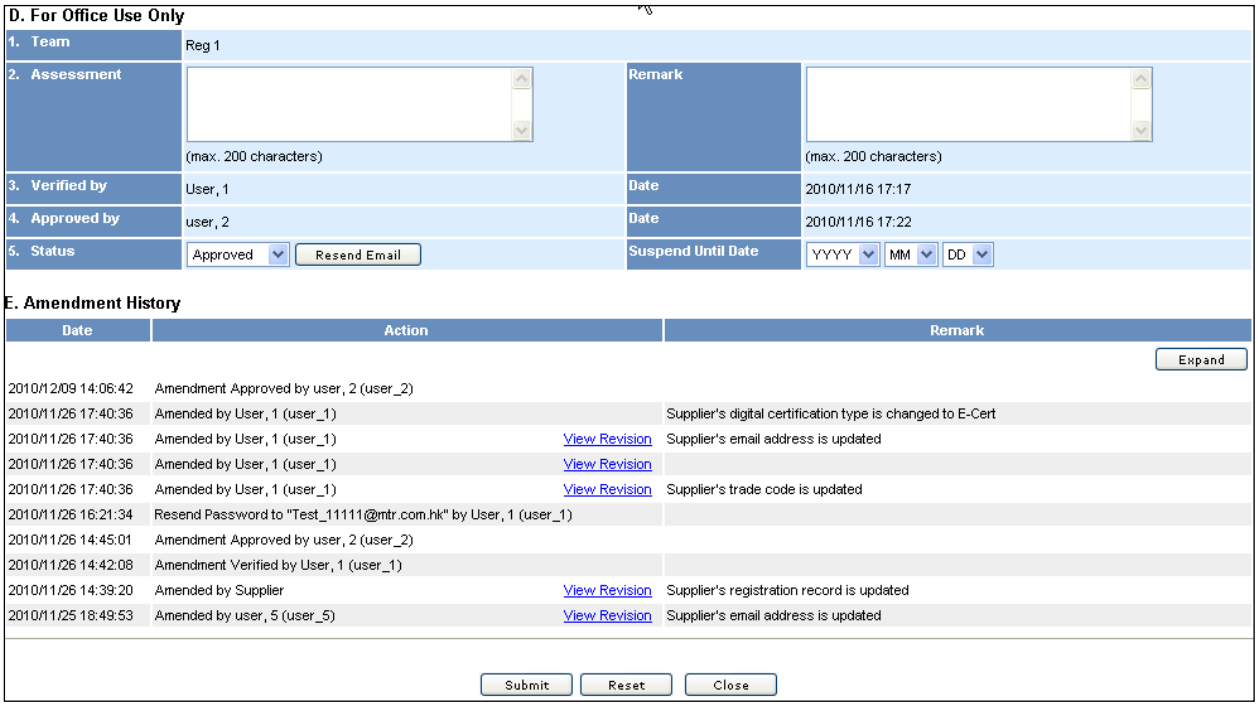
  ⇨ Verifier reviews the update request and can (i) recommend to the approver for approval or (ii) reject the update request.
  ⇨ Approver can (i) approve the update request or (ii) reject the update request.

  Detailed procedures are described in subsequent sections.

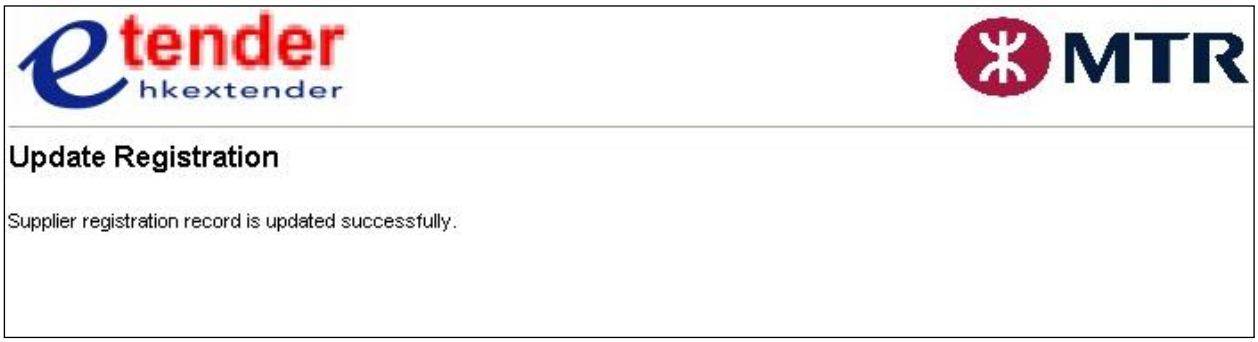
- Verifier changes information (e.g. safety class)
  ⇨ Approver approves or rejects the update request.

Step 1. Verifier searches the specific registration that needs to be updated. (Please follow procedures as described in Section C.)

Step 2. Verifier changes the information on the registration. Verifier can describe what changes have been made in the "Remark" Box for easy tracking in future.

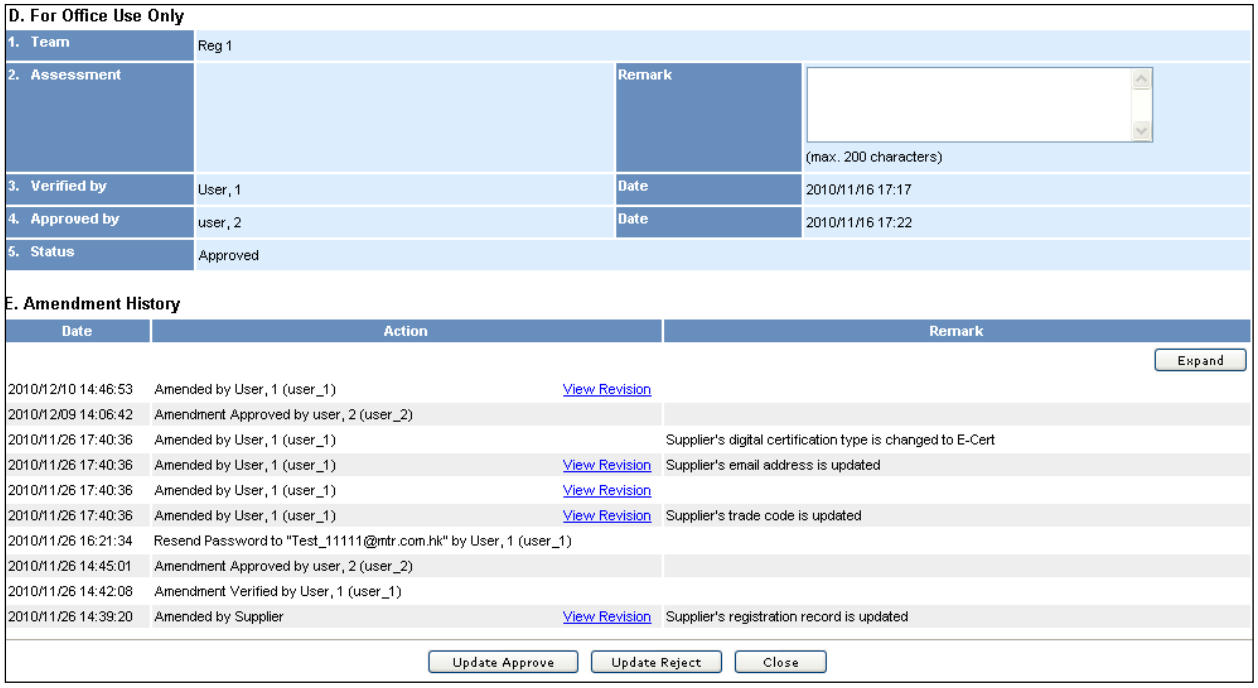

D. For Office Use Only
1. Team
Reg 1
2. Assessment
(max. 200 characters)
Remark
(max. 200 characters)
3. Verified by
User, 1
Date
2010/11/16 17:17
4. Approved by
user, 2
Date
2010/11/16 17:22
5. Status
Approved
Resend Email
Suspend Until Date
YYYY
MM
DD
E. Amendment History
Date
Action
Remark
Expand
2010/12/09 14:06:42 Amendment Approved by user, 2 (user_2)
2010/11/26 17:40:36 Amended by User, 1 (user_1) Supplier's digital certification type is changed to E-Cert
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision Supplier's email address is updated
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision Supplier's trade code is updated
2010/11/26 16:21:34 Resend Password to "Test_11111@mtr.com.hk" by User, 1 (user_1)
2010/11/26 14:45:01 Amendment Approved by user, 2 (user_2)
2010/11/26 14:42:08 Amendment Verified by User, 1 (user_1)
2010/11/26 14:39:20 Amended by Supplier View Revision Supplier's registration record is updated
2010/11/25 18:49:53 Amended by user, 5 (user_5) View Revision Supplier's email address is updated
Submit
Reset
Close

Step 3. Verifier presses "Submit" button to confirm and an onscreen acknowledgement will be shown. Approver will receive email requesting for update approval.
(Notice: Verifier must have access right in "Search & View" & "Modify & Update" under "Approval List", otherwise the submit button will not be displayed.)



Step 4. Approver searches the specific registration that needs to be updated. (Please follow procedures as described in Section C.)

Step 5. Approver checks the changes of the information on the registration as notified by the verifier. Approver clicks the "Update Approve" button to approve the changes or clicks the "Update Reject" to reject the changes. This function is controlled by the access right "Amendment Approval" under "Approval List".



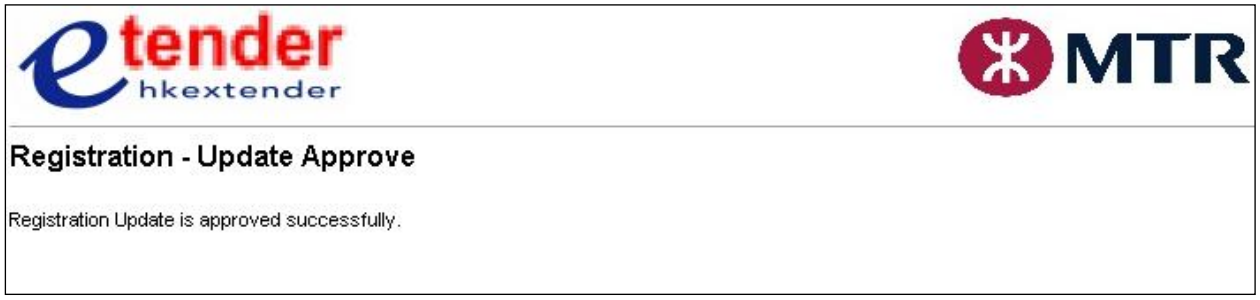
D. For Office Use Only

1. Team	Reg 1		
2. Assessment		Remark	(max. 200 characters)
3. Verified by	User, 1	Date	2010/11/16 17:17
4. Approved by	user, 2	Date	2010/11/16 17:22
5. Status	Approved		

E. Amendment History

Date	Action		Remark
			Expand
2010/12/10 14:46:53	Amended by User, 1 (user_1)	View Revision	
2010/12/09 14:06:42	Amendment Approved by user, 2 (user_2)		
2010/11/26 17:40:36	Amended by User, 1 (user_1)		Supplier's digital certification type is changed to E-Cert
2010/11/26 17:40:36	Amended by User, 1 (user_1)	View Revision	Supplier's email address is updated
2010/11/26 17:40:36	Amended by User, 1 (user_1)	View Revision	
2010/11/26 17:40:36	Amended by User, 1 (user_1)	View Revision	Supplier's trade code is updated
2010/11/26 16:21:34	Resend Password to "Test_11111@mtr.com.hk" by User, 1 (user_1)		
2010/11/26 14:45:01	Amendment Approved by user, 2 (user_2)		
2010/11/26 14:42:08	Amendment Verified by User, 1 (user_1)		
2010/11/26 14:39:20	Amended by Supplier	View Revision	Supplier's registration record is updated

Update Approve | Update Reject | Close



etender hkextender

MTR

Registration - Update Approve

Registration Update is approved successfully.

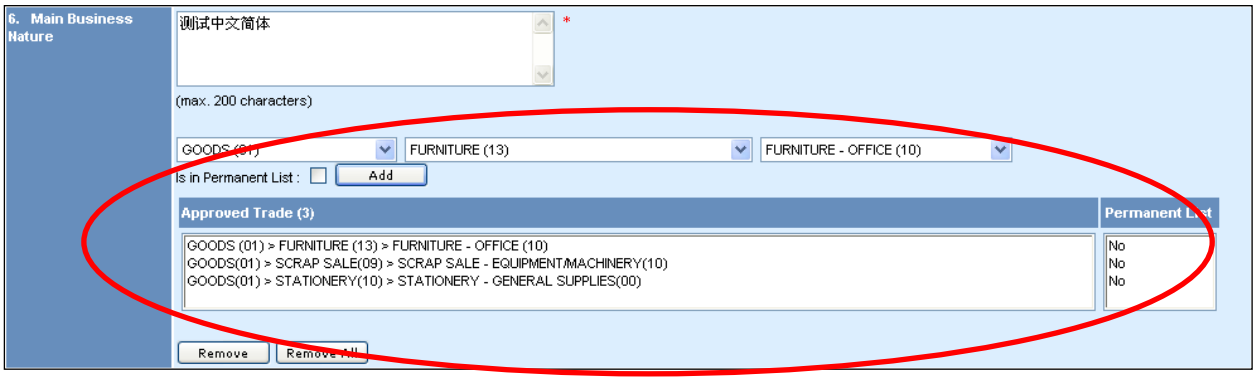
Note: Procurer user cannot make any other change to the supplier information after the Submit button has been clicked by the verifier, until the update has been approved or rejected by the approver. Moreover, once the information updating process is initiated, whether by the procurer or supplier, the relevant supplier cannot be selected for the advertisement list, prequalification list and tenderer list before the update has been approved by approver or rejected by the verifier or approver.

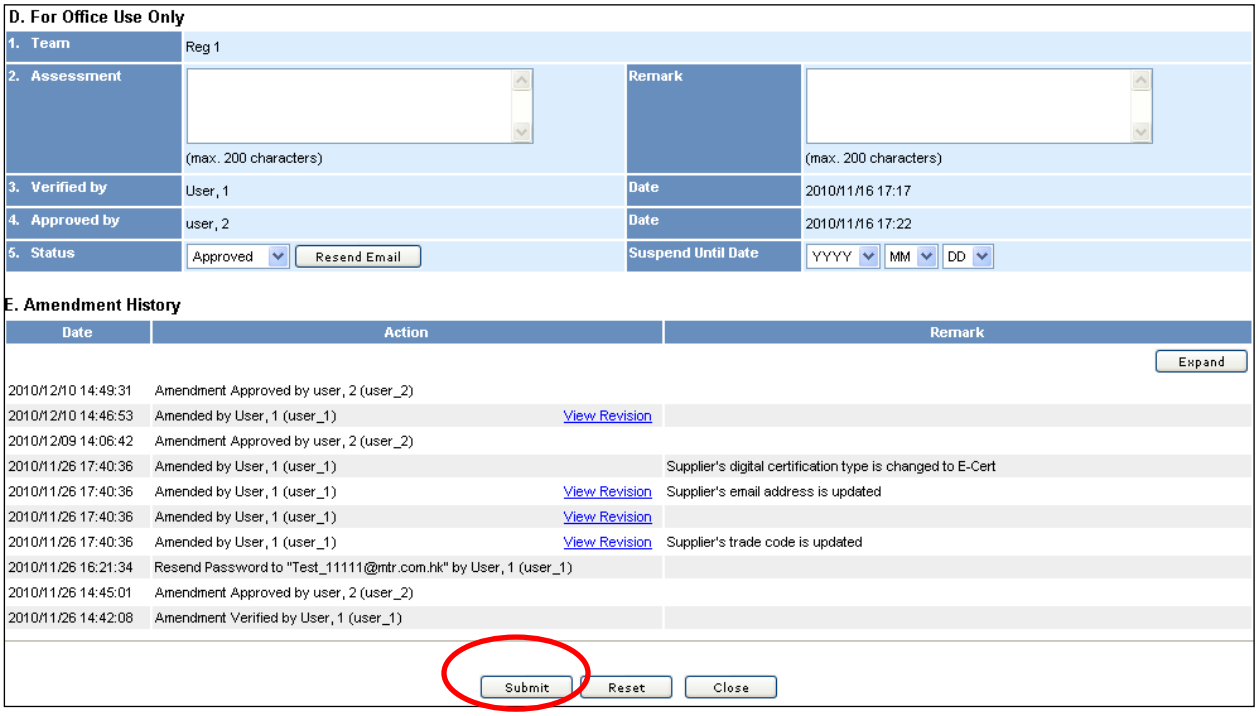
- Verifier changes information (Trade Class)
  ⇨ System approves the update request.

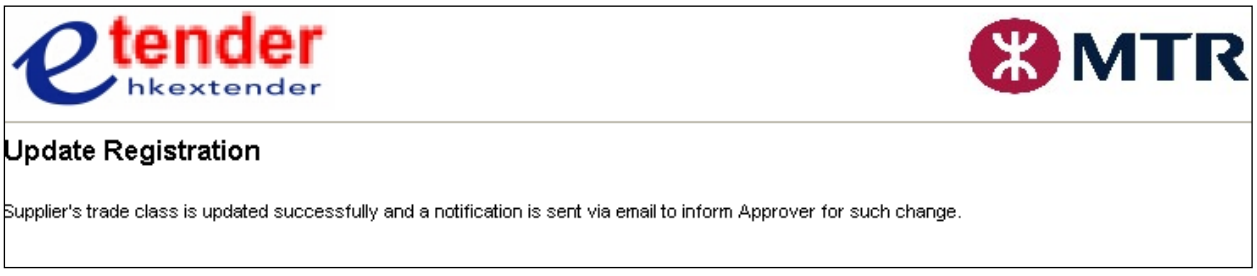
Step 1. Verifier searches the specific registration that needs to be updated. (Please follow procedures as described in Section C.)

Step 2. Verifier changes the information on the registration. Verifier can describe what changes have been made in the “Remark” Box for easy tracking in future.

Step 3. Verifier presses “Submit” button to confirm and an onscreen acknowledgement will be shown. Approver will receive email for notify Trade Class updated.
(Notice: Verifier must have access right in “Search & View” & “Modify & Update” under “Approval List”, otherwise the submit button will not be displayed.)




D. For Office Use Only
1. Team
Reg 1
2. Assessment
(max. 200 characters)
Remark
(max. 200 characters)
3. Verified by
User, 1
Date
2010/11/16 17:17
4. Approved by
user, 2
Date
2010/11/16 17:22
5. Status
Approved
Resend Email
Suspend Until Date
YYYY
MM
DD
E. Amendment History
Date
Action
Remark
Expand
2010/12/10 14:49:31 Amendment Approved by user, 2 (user_2)
2010/12/10 14:46:53 Amended by User, 1 (user_1) View Revision
2010/12/09 14:06:42 Amendment Approved by user, 2 (user_2)
2010/11/26 17:40:36 Amended by User, 1 (user_1) Supplier's digital certification type is changed to E-Cert
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision Supplier's email address is updated
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision
2010/11/26 17:40:36 Amended by User, 1 (user_1) View Revision Supplier's trade code is updated
2010/11/26 16:21:34 Resend Password to "Test_11111@mtr.com.hk" by User, 1 (user_1)
2010/11/26 14:45:01 Amendment Approved by user, 2 (user_2)
2010/11/26 14:42:08 Amendment Verified by User, 1 (user_1)
Submit
Reset
Close

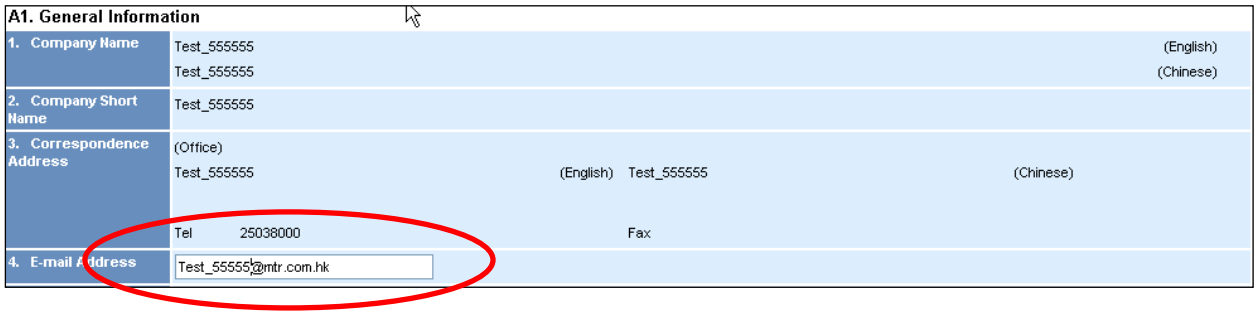

etender
hkextender
MTR
Update Registration
Supplier's trade class is updated successfully and a notification is sent via email to inform Approver for such change.

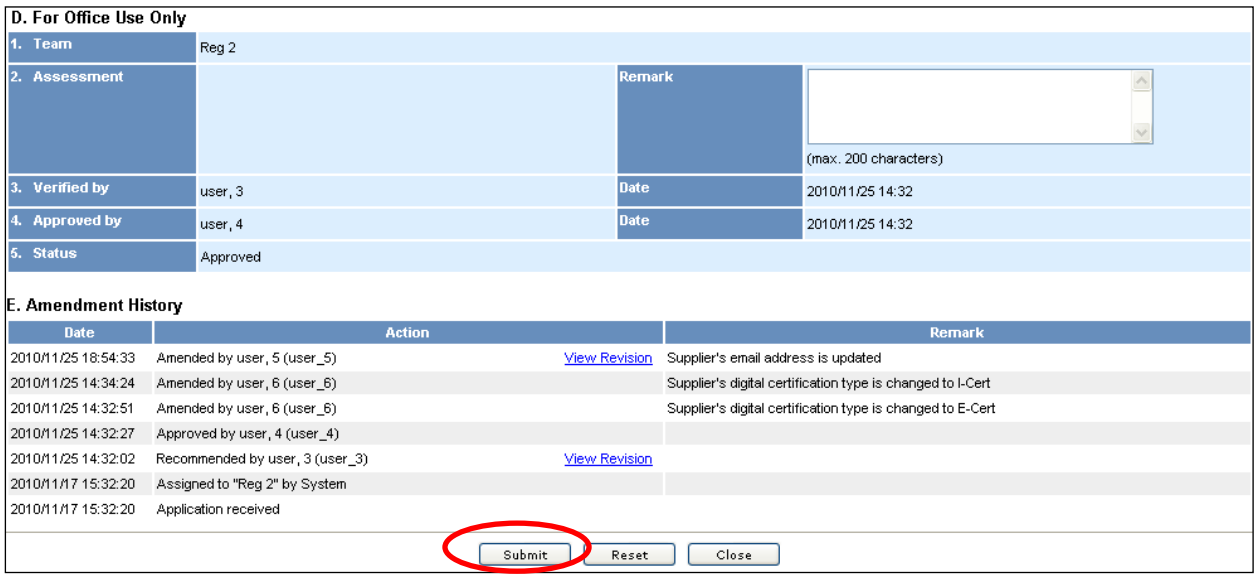
- System Coordinator changes information (Supplier’s Company Email Address)
  ⇨ System approves the update request.

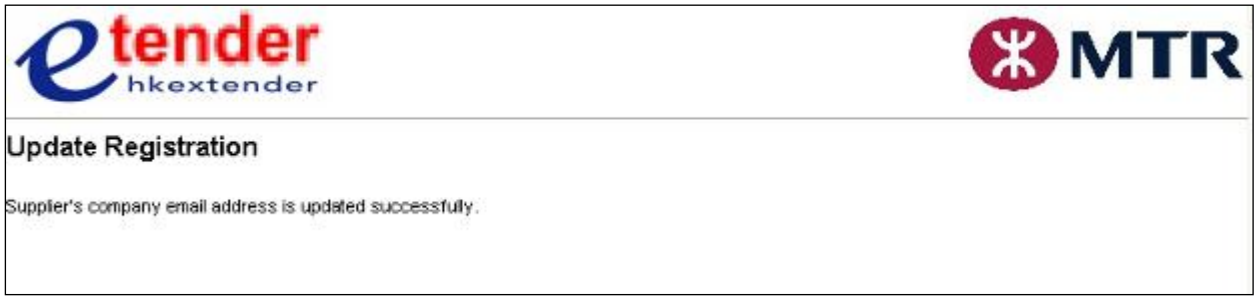
Step 1. System Coordinator searches the specific registration that needs to be updated. (Please follow procedures as described in Section C.)

Step 2. System Coordinator changes the Company Email Address on the registration.

Step 3. System Coordinator presses “Submit” button to confirm and an onscreen acknowledgement will be shown. Supplier will receive email for notify Company Email Address Updated.
(Notice: System Coordinator must have access right in “Search & View” & “Update Email Address” under “Approval List”, otherwise the submit button will not be displayed. Email notification will be sent to special group of users as defined in configuration table.)





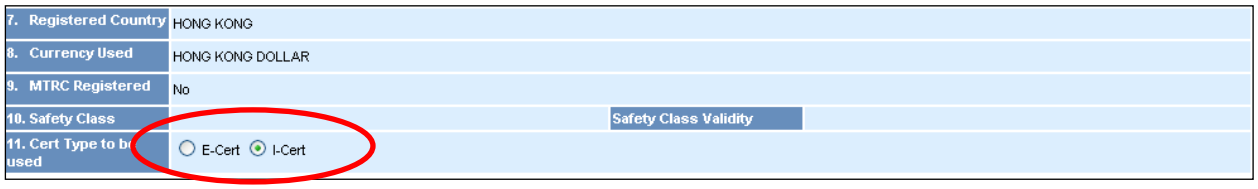


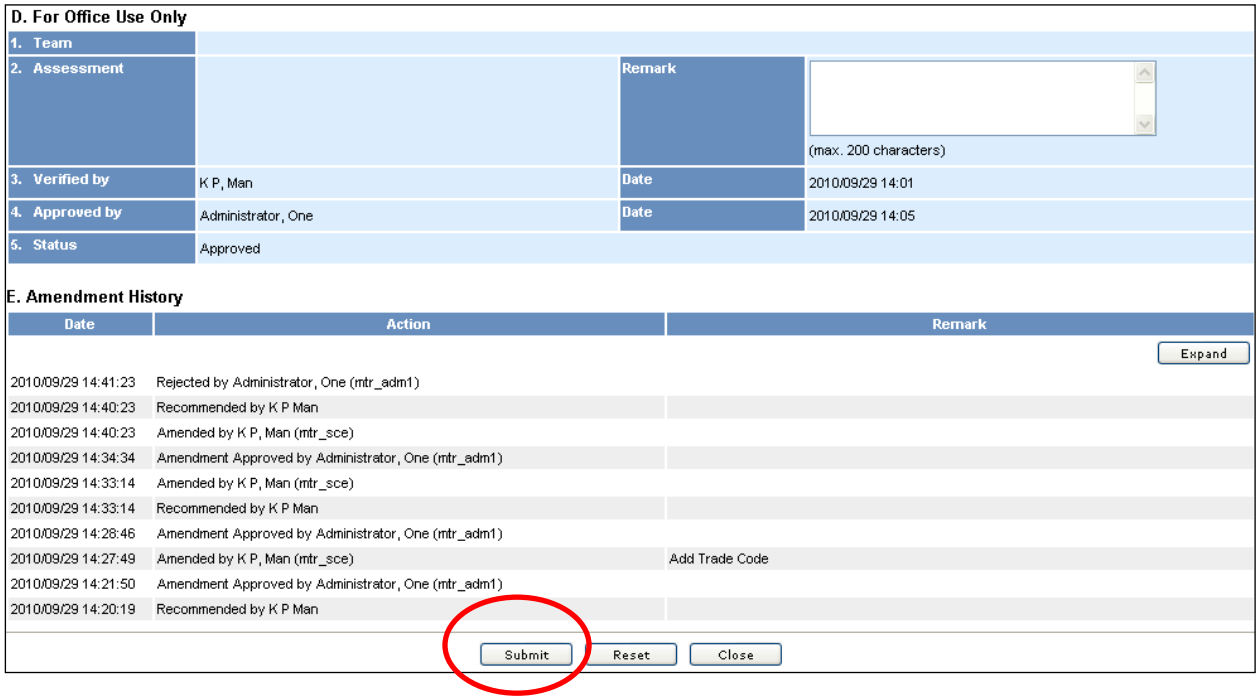
- System Coordinator changes information (Supplier's Cert Type)
  ⇨ System approves the update request.

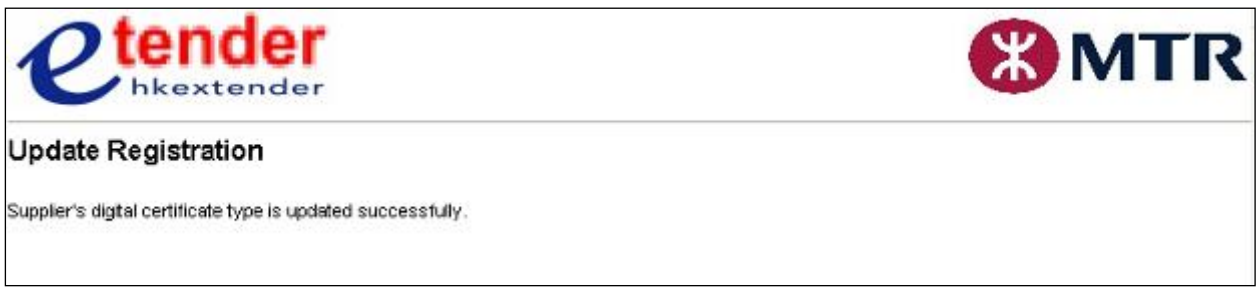
Step 1. System Coordinator searches the specific registration that needs to be updated. (Please follow procedures as described in Section C.)

Step 2. System Coordinator changes the Cert Type on the registration.

Step 3. System Coordinator presses "Submit" button to confirm and an onscreen acknowledgement will be shown. Supplier will receive email for notify Cert Type Updated. (Notice: System Coordinator must have access right in "Search & View" & "Update Cert Type" under "Approval List", otherwise the submit button will not be displayed. Email notification will be sent to special group of users as defined in configuration table.)





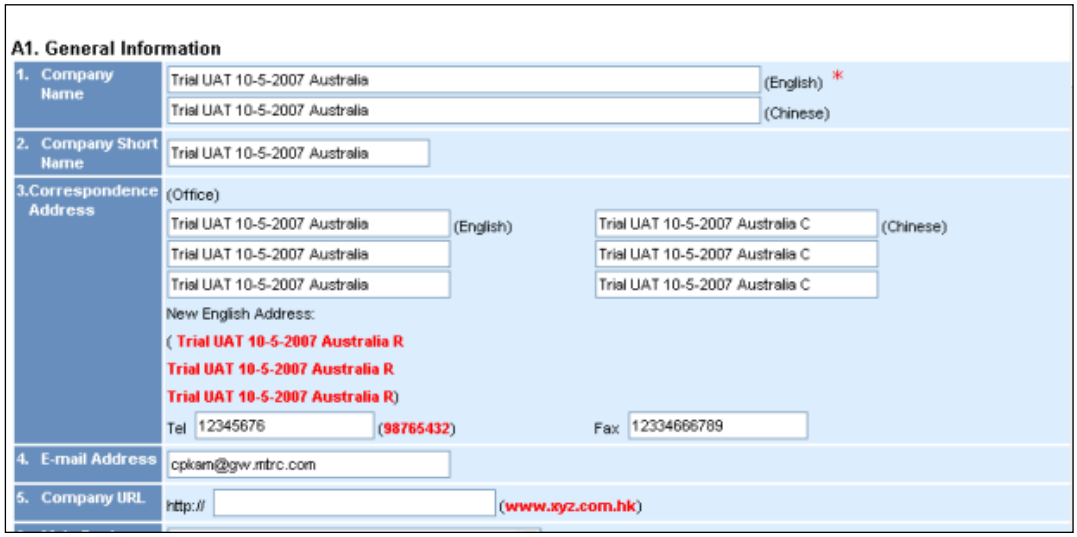


J. Review Update of Registration (Changes made by Supplier)

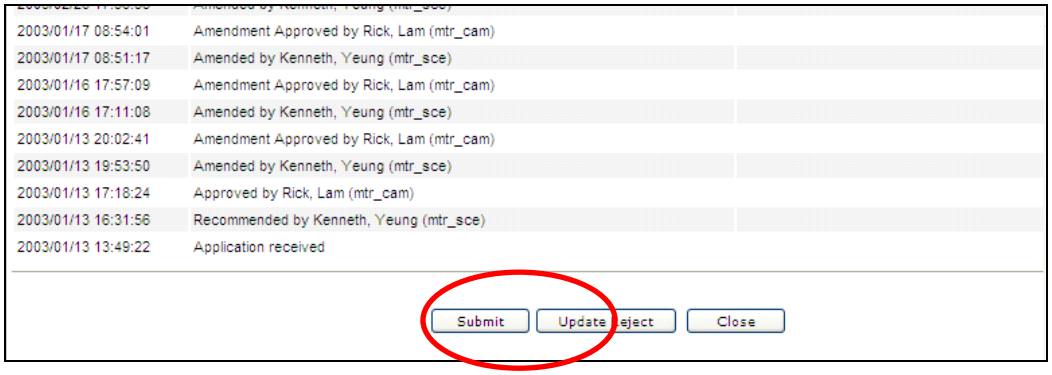
Step 1. When the registration information is updated by supplier, the user who is assigned as "verifier" of the registration team for the supplier will receive an email for review.

Step 2. Search the specific updated registration which needs to be reviewed. (Please follow Step 1 to Step 4 under Section C.)

Step 3. View the information on the registration. The updated information is shown in red beside or below the existing information. Verifier can describe what changes have been made in the "Remark" Box for easy tracking in future.



Step 4. Press "Submit" button to confirm. An acknowledgement message will be shown.


2003/01/17 08:54:01 Amendment Approved by Rick, Lam (mtr_cam)
2003/01/17 08:51:17 Amended by Kenneth, Yeung (mtr_sce)
2003/01/16 17:57:09 Amendment Approved by Rick, Lam (mtr_cam)
2003/01/16 17:11:08 Amended by Kenneth, Yeung (mtr_sce)
2003/01/13 20:02:41 Amendment Approved by Rick, Lam (mtr_cam)
2003/01/13 19:53:50 Amended by Kenneth, Yeung (mtr_sce)
2003/01/13 17:18:24 Approved by Rick, Lam (mtr_cam)
2003/01/13 16:31:56 Recommended by Kenneth, Yeung (mtr_sce)
2003/01/13 13:49:22 Application received
Submit
Update
Reject
Close

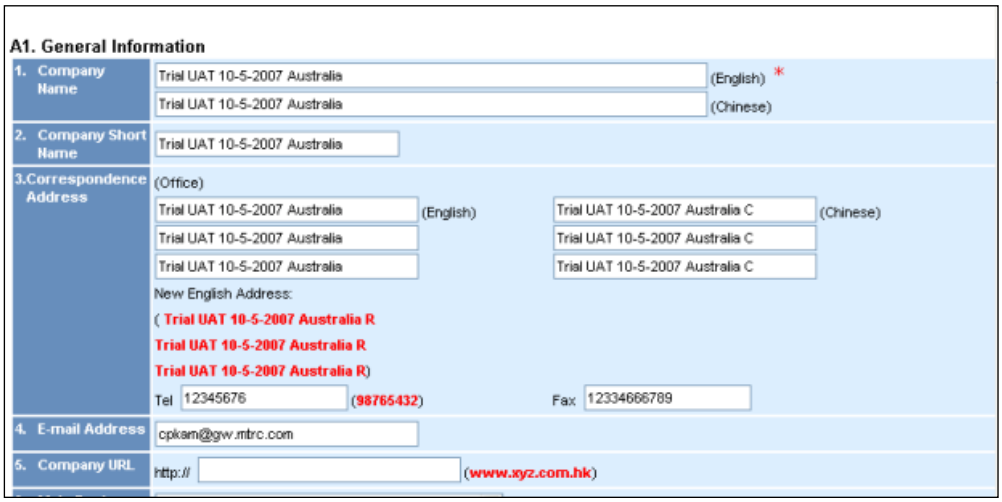
(Notice: Verifier must have access right in "Search & View" & "Modify & Update" under "Approval List", otherwise the submit button will not be displayed.)

K. Approve Update of Registration (Changes made by Supplier)

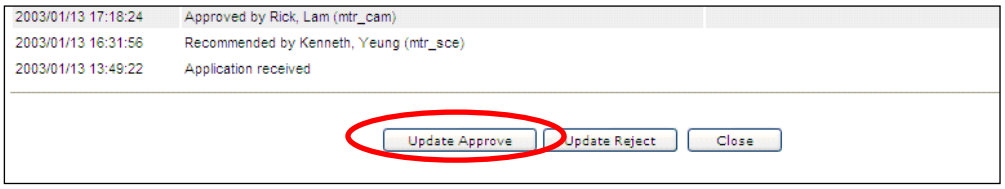
Step 1. After the verifier has reviewed the update registration details, the approver of the "Registration Team" assigned to the supplier will receive an email notification for approval. This function is controlled by the access right "Amendment Approval" under "Approval List".

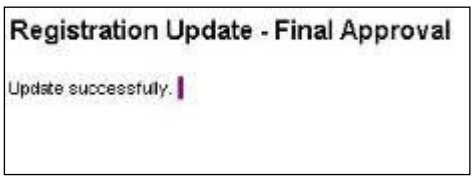
Step 2. Search the specific updated registration which needs to be approved. (Please follow Step 1 to Step 4 under Section C.)

Step 3. View the information on the registration. The updated information is shown in red beside or below the existing information.



Step 4. Press "Update Approve" button to confirm. An acknowledgement message will be shown. (Notice: Approver must also have access right in "Search & View" & "Modify & Update" under "Approval List" otherwise the "Update Approve" button will not be displayed.)





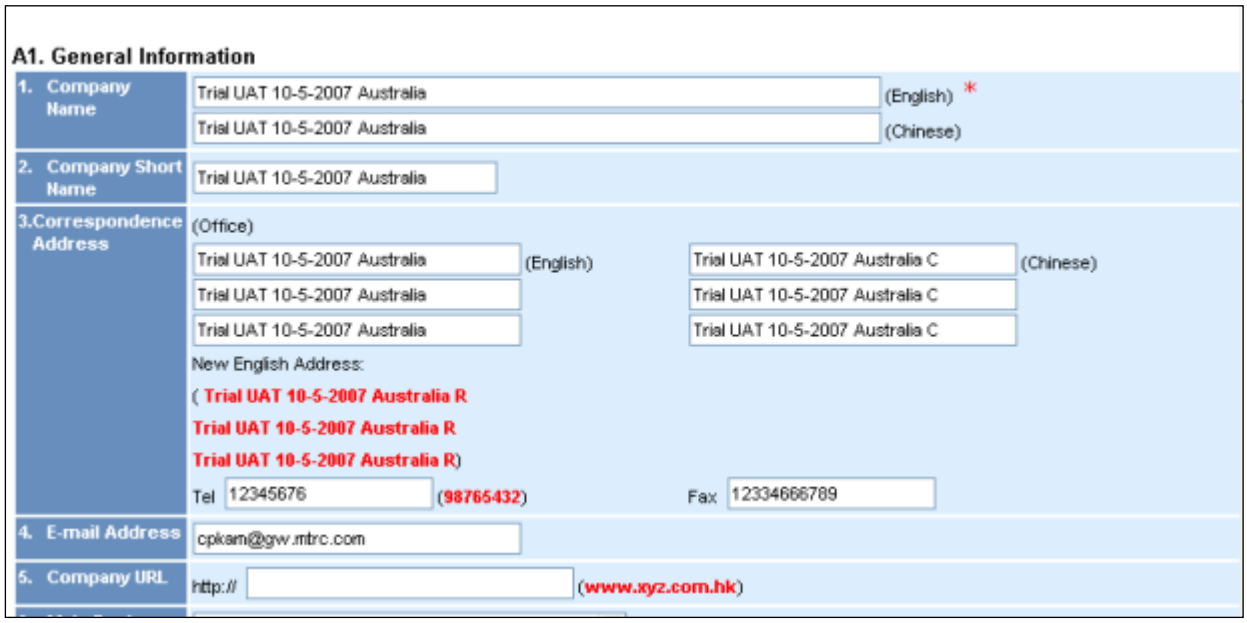
Once a registration update is approved, the new info of the supplier will be exported as interface file for Logistic Team's updating of records in EAMS.

L. Reject Update of Registration (Changes made by Supplier)

Step 1. When the registration information is updated by supplier, the user who is assigned as "verifier" of the registration team will receive an email for review. "Approver" of the registration team will receive an email for approval after the updated registration information has been reviewed by verifier.

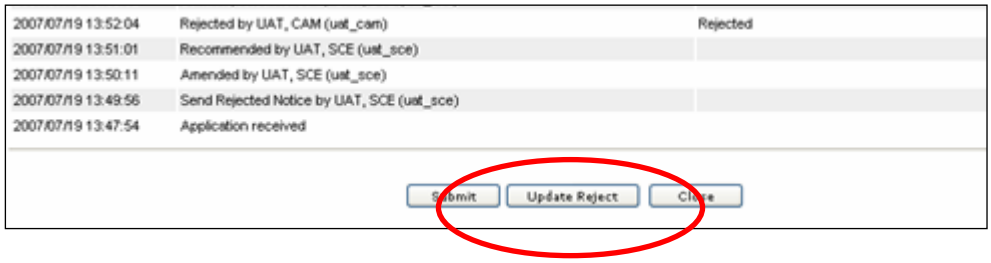
Step 2. Search the specific updated registration which needs to be reviewed or approved. (Please follow Step 1 to Step 4 under Section C.)

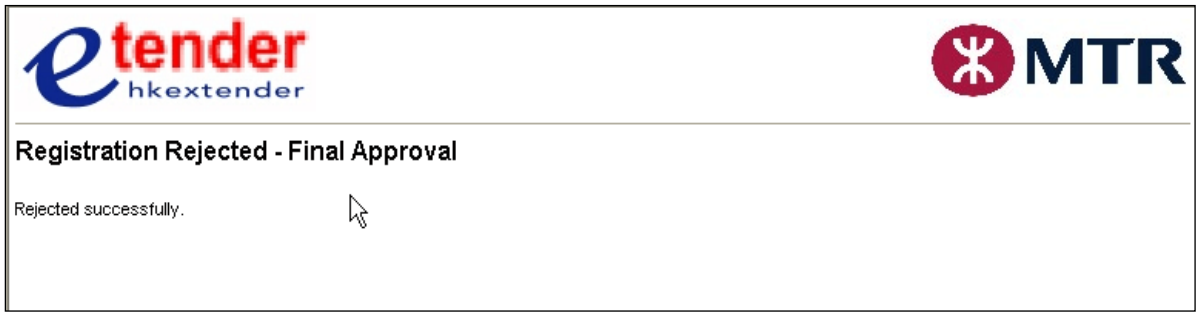
Step 3. View the information on the registration. The updated information is shown in red beside or below the existing information.



Changes rejected by verifier

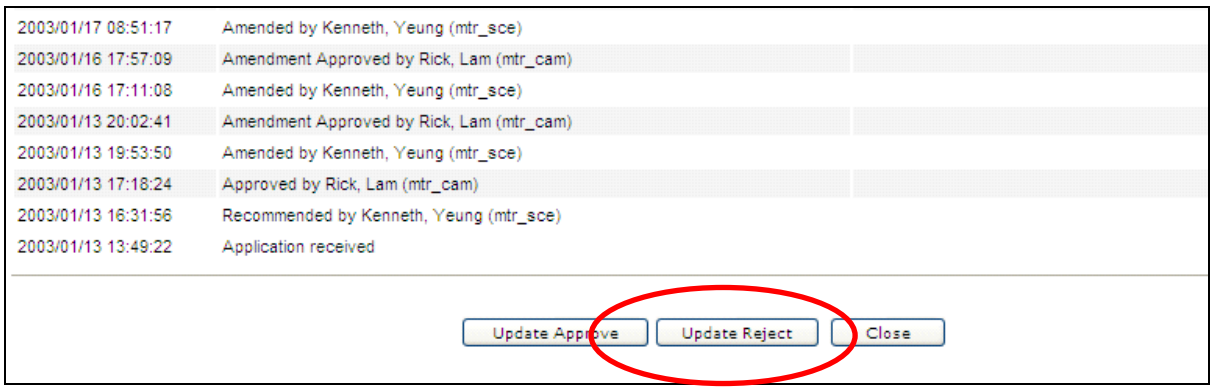
Step 4. Verifier presses "Update Reject" button to reject the update. An acknowledgement message will be shown. All the to-be-updated registration information is rejected and no change is made to the existing information. Supplier will receive email to notify the rejection.

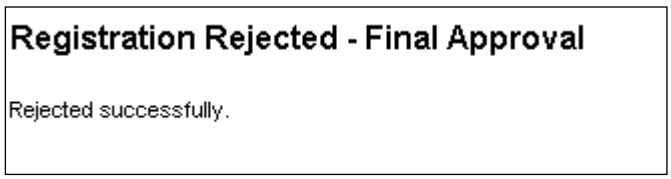

2007/07/19 13:52:04 Rejected by UAT, CAM (uat_cam) Rejected
2007/07/19 13:51:01 Recommended by UAT, SCE (uat_sce)
2007/07/19 13:50:11 Amended by UAT, SCE (uat_sce)
2007/07/19 13:49:56 Send Rejected Notice by UAT, SCE (uat_sce)
2007/07/19 13:47:54 Application received
Submit
Update Reject
Close



Changes rejected by approver after verified by verifier

Step 4. Approver presses "Update Reject" button to reject the update. An acknowledgement message will be shown. All the to-be-updated registration information is rejected and no change is made to the existing information. Supplier and Verifier will receive email to notify the rejection.

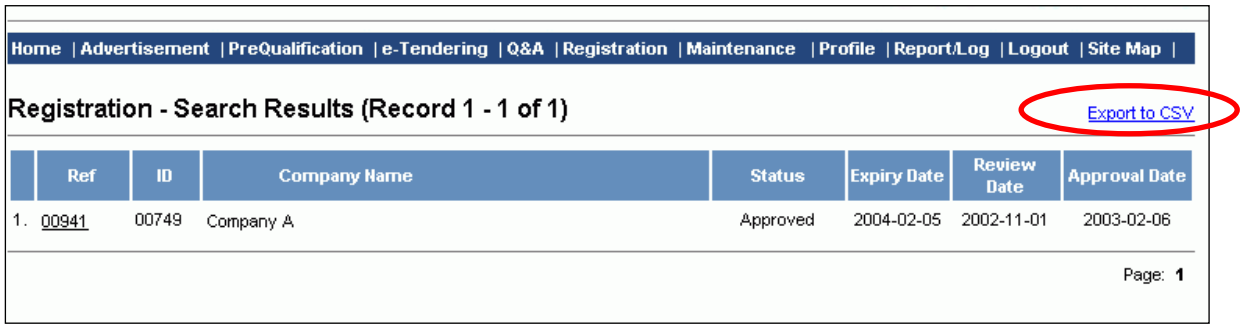

2003/01/17 08:51:17 Amended by Kenneth, Yeung (mtr_sce)
2003/01/16 17:57:09 Amendment Approved by Rick, Lam (mtr_cam)
2003/01/16 17:11:08 Amended by Kenneth, Yeung (mtr_sce)
2003/01/13 20:02:41 Amendment Approved by Rick, Lam (mtr_cam)
2003/01/13 19:53:50 Amended by Kenneth, Yeung (mtr_sce)
2003/01/13 17:18:24 Approved by Rick, Lam (mtr_cam)
2003/01/13 16:31:56 Recommended by Kenneth, Yeung (mtr_sce)
2003/01/13 13:49:22 Application received
Update Approve
Update Reject
Close



M. Export Registration Data to CSV

Step 1. If registration data is required in a soft copy, the search result of the registration(s) can be exported to csv format. This function is controlled by the access right of "Search & View" & "Export" under "Approval List".

Step 2. Click "Export to CSV" in the search result page.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Registration - Search Results (Record 1 - 1 of 1)
Export to CSV
Ref
ID
Company Name
Status
Expiry Date
Review Date
Approval Date
1. 00941 00749 Company A Approved 2004-02-05 2002-11-01 2003-02-06
Page: 1

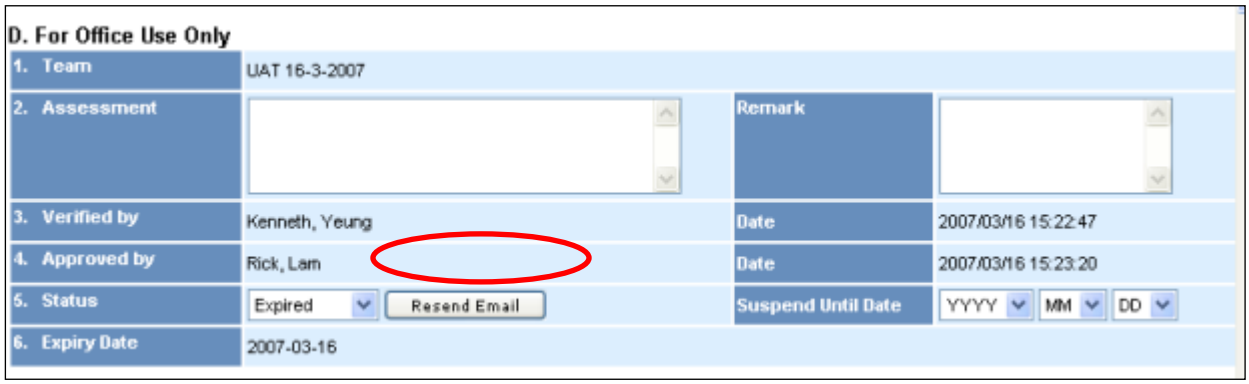
Step 3. Open the exported CSV file. The contents will be as below.

A B C D E F G H
1 Company Nam Comp Address (English) Address (Chines Office Tel Office Fax Email Responsibl Res
2 GO-B : Call Centre (30/F, CEF Lend Lease Plaza, 663 King's Road, North Point, Hong Kong. 香港北角英皇道663號加怡保險千禧廣場30樓 2503-8333 2503-8400 vincent_liu K K Mok 221
12/F, New Kowloon Plaza

N. Resend Account Password to Supplier

Step 1. Search the registration that needs account password to be resent.

Step 2. Go to Section D “For Office Use Only”, click “Resend Email” button. Email with all account information and passwords for the registration will be sent to the email address of the principal account of the supplier. (Notice: User must have access right in “Search & View” & “Resend Password” under “Approval List” otherwise the “Resend Password” button will not display.)



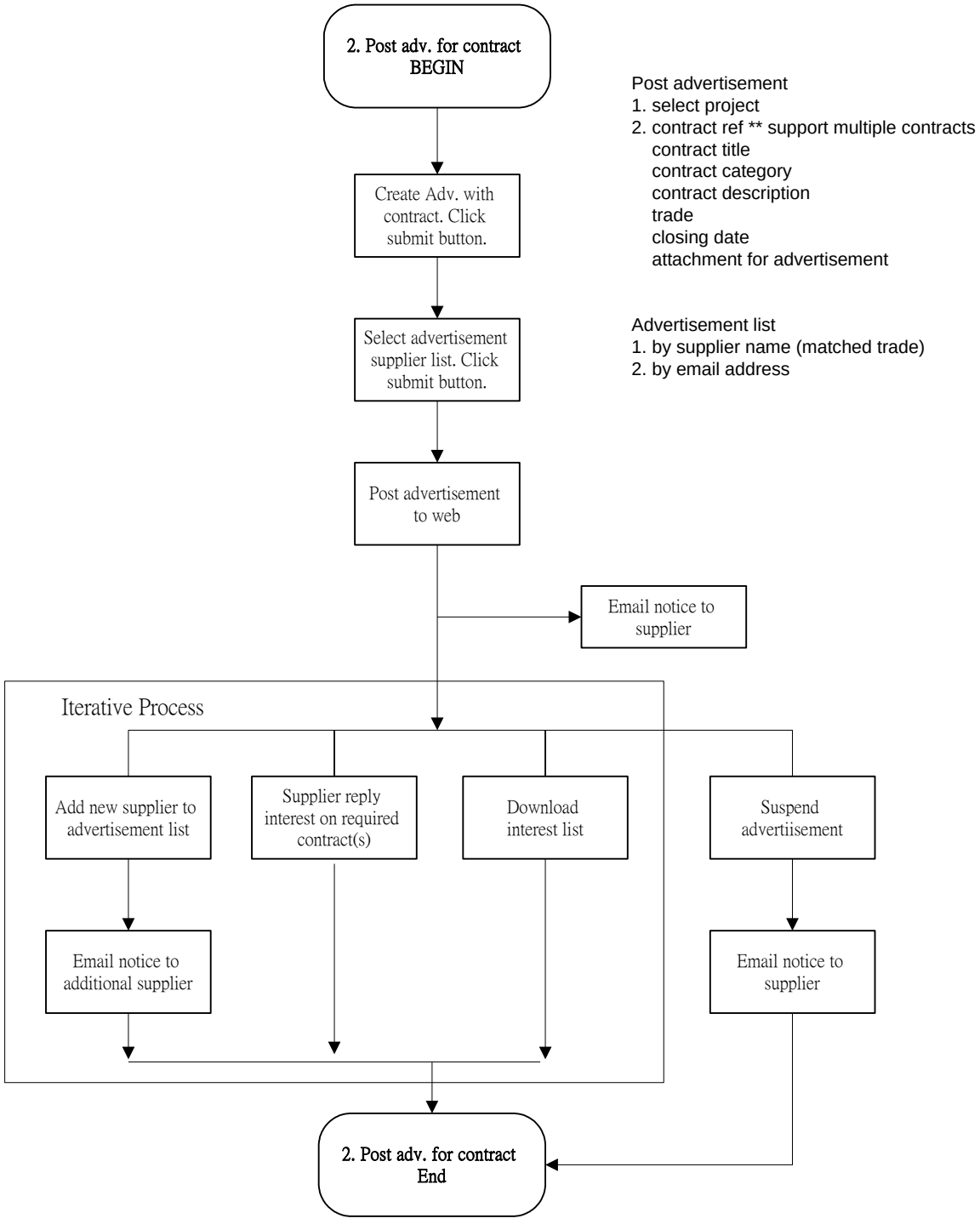
O. Suspension & Expiry for Supplier

Expired Status & Expiry date – Every time when the supplier logs on the system, the system will check the expiry date, which is assigned by the system upon new registration approval. When the expiry date is reached, the system will extend the expiry date for a year to allow the supplier to log on the system.
(Note: User cannot change the registration status of a supplier from "Approved" to "Expired".)

Suspended Status & Suspension Until Date – Verifier of the registration team assigned for a supplier can change the registration status of the supplier from "Approved" to "Suspended" or vice versa. No approval process is required for such status change. To change the registration status from "Approved" to "Suspended", the "Suspension Until Date" field must be input to record the date of suspension of a supplier. The suspended supplier cannot log on the system and cannot be selected for advertisement, prequalification and tender under the system. To reinstate a suspended supplier, the verifier of the registration team assigned for the supplier shall change the registration status from "Suspended" back to "Approved".

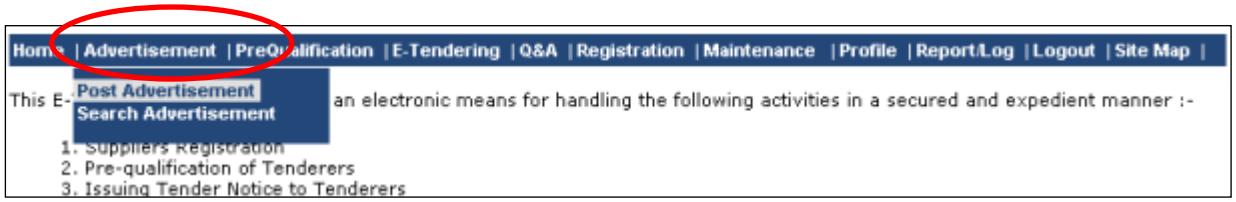
V. Advertisement

2. Post advertisement for contract



A. Post Advertisement

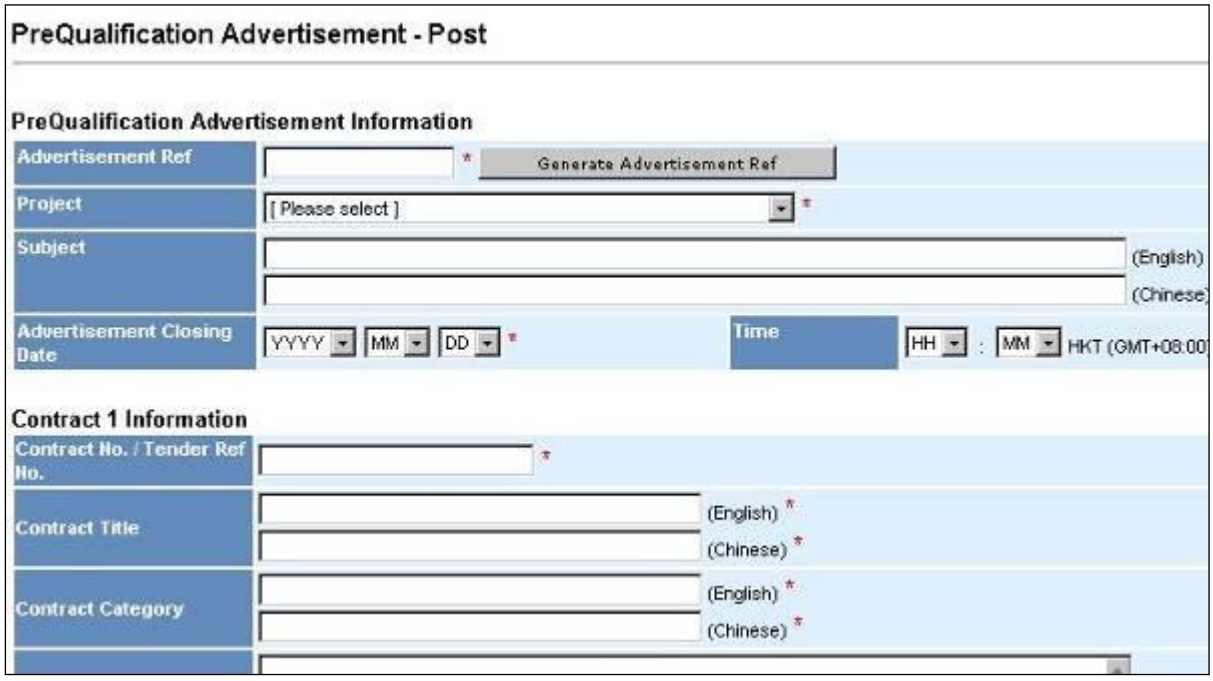
Step 1. Go to the menu bar and choose “Post Advertisement” under “Advertisement”. This function is controlled by the access right of “Create & Post” under “Advertisement”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post Advertisement
Search Advertisement
This E- an electronic means for handling the following activities in a secured and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers

Step 2. Input an advertisement reference number or Click “Generate Advertisement Ref” to generate reference number by the system. (No duplication is allowed in the system.)

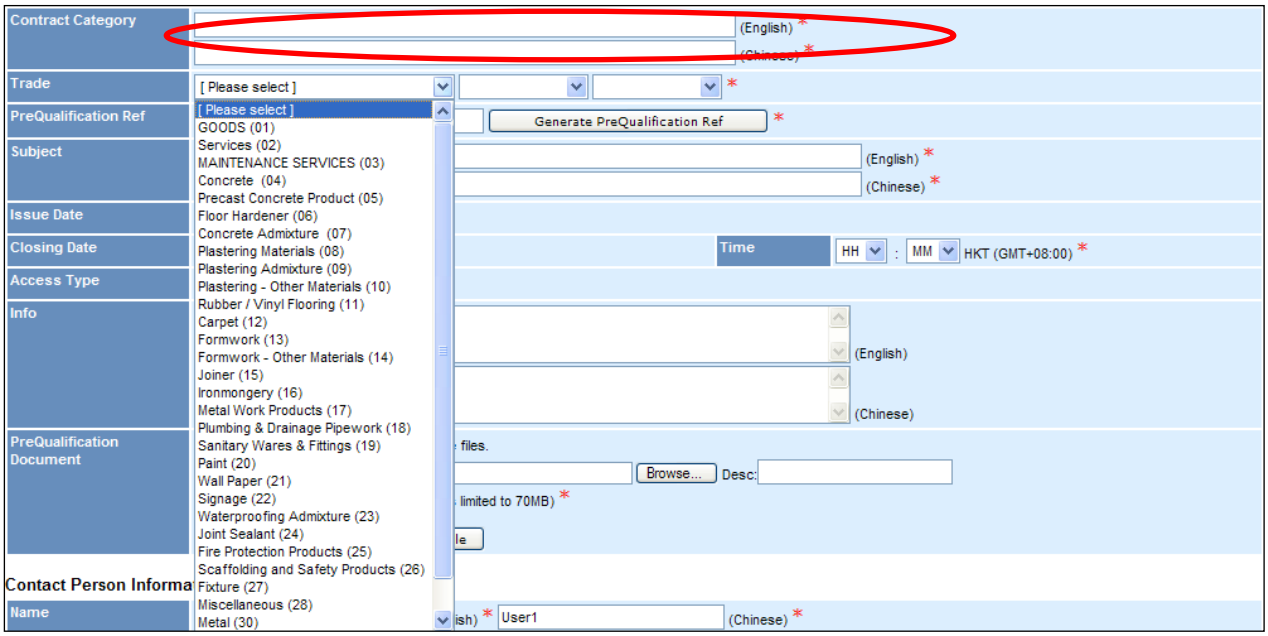
Step 3. Select project and input the subject of the advertisement.

Step 4. Input advertisement closing date and time. (The contractors have to express their interest before closing time). The format for Generate Adv. Ref = ADYYMM99



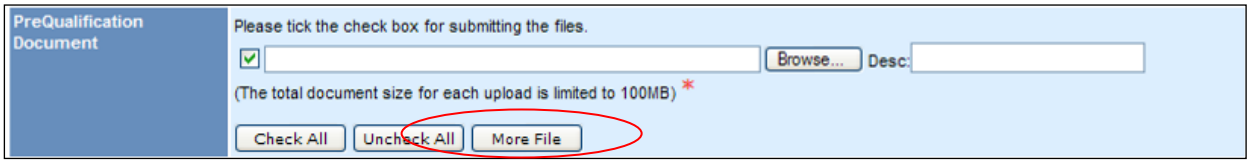
Step 5. Input contract no. / tender ref. no. (the no. entered should not be duplicated with other contract no. already stored under the system), contract title, contract category, contract description. etc.

Step 6. Select trade for the contract.



Step 7. Input contract information, such as closing date of prequalification application, tender type, estimated range of cost, etc.

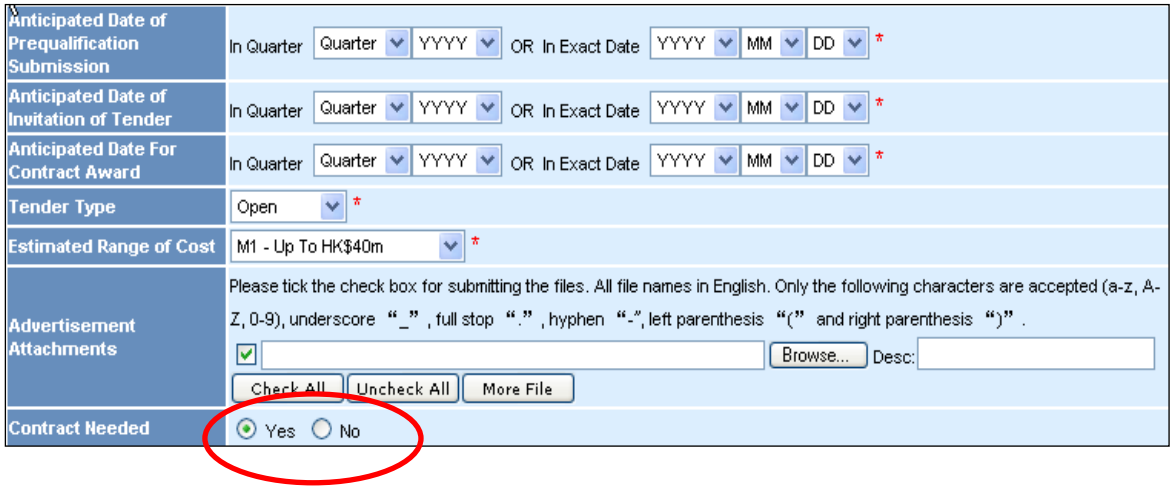
Step 8. Upload attachment file, if any, and add the file description. If there is more than one file, please press the "More File" button to upload more file(s). If the file input is not required, the check box in front of the file should be unchecked. Note that only the files with a checked checkbox would be uploaded. Please uncheck the box if the file attachment is not required to be uploaded.


PreQualification Document
Please tick the check box for submitting the files.
Browse... Desc:
(The total document size for each upload is limited to 100MB) *
Check All
Uncheck All
More File

Step 9. If there are more than one contract for the advertisement, please press "Add More Contract" to continue inputting information for another contract(s).

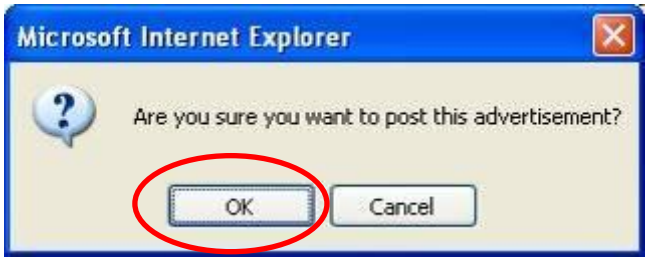
Step 10. Repeat Step 5 to Step 9, as it is needed.

Step 11. In case a contract(s) input is to be discarded, please choose "No" under "Contract Needed" so that the contract will not be displayed in the advertisement.


Anticipated Date of Prequalification Submission
In Quarter Quarter YYYY OR In Exact Date YYYY MM DD *
Anticipated Date of Invitation of Tender
In Quarter Quarter YYYY OR In Exact Date YYYY MM DD *
Anticipated Date For Contract Award
In Quarter Quarter YYYY OR In Exact Date YYYY MM DD *
Tender Type
Open *
Estimated Range of Cost
M1 - Up To HK$40m *
Advertisement Attachments
Please tick the check box for submitting the files. All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_" , full stop "." , hyphen "-", left parenthesis "(" and right parenthesis ")" .
Browse... Desc:
Check All
Uncheck All
More File
Contract Needed
Yes
No

Step12. Click "Submit" button after finishing the input.

Step13. Click "OK" button to confirm.

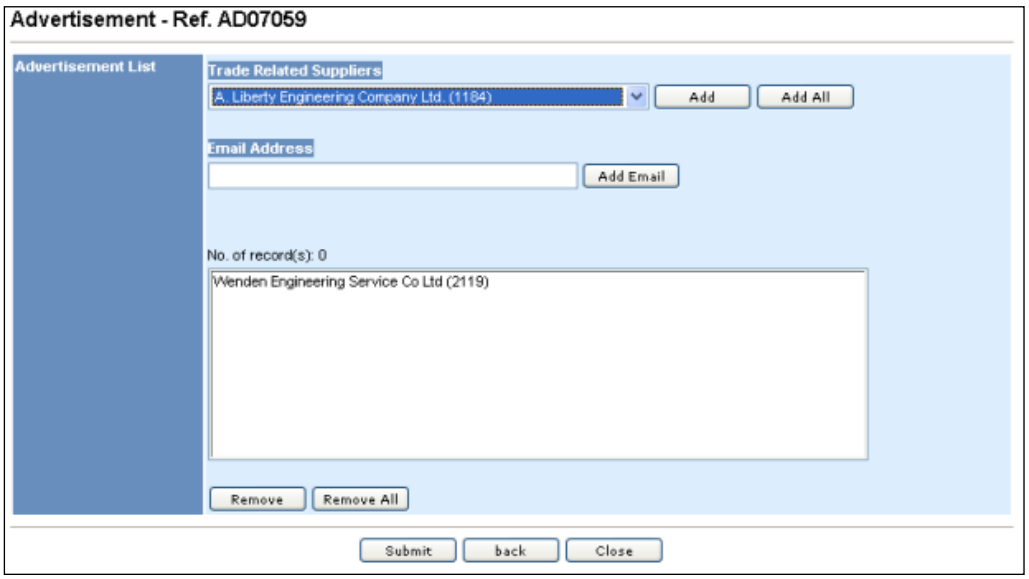


Step 14. An acknowledgement message will be shown if the advertisement is posted successfully.

Step 15. Press "Advertisement List" button to select contractors. This button is controlled by the access right of "Adv Contractor List" under "Advertisement".

Step 16. Add company name to the Advertisement List.

a. Select the company(s) from the contractor list of the same trade code as the advertisement and click “Add” button.
b. Select all companies of the same trade code as the advertisement by clicking “Add All” button.
c. Email address(es) can be added if the company does not exist in the contractor list and then click “Add Email”.
d. To remove a company from the advertisement list, highlight the supplier name in the grid and then click the “Remove” button.
e. To remove all companies listed in the grid, click the “Remove All” button.



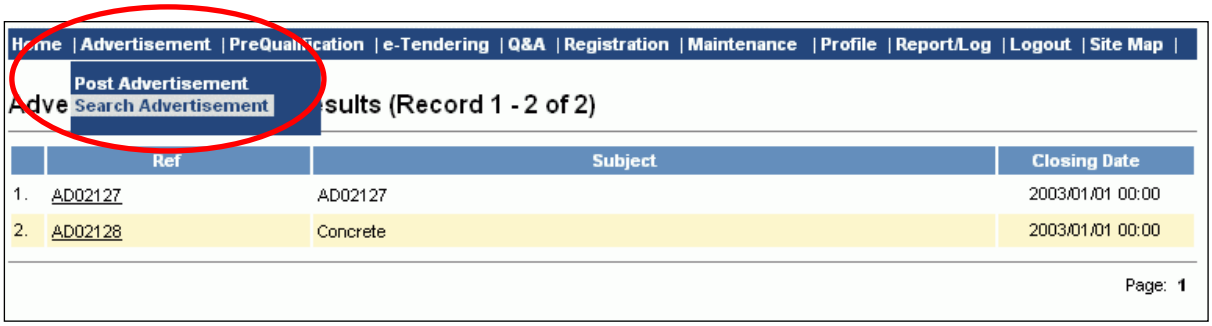
Step 17. Press “Submit” button after finishing the selection of companies for the advertisement list. An acknowledgement message will be shown.

Remarks: More companies can be added to the advertisement list before the advertisement closing date. (Please follow the “Search & View Advertisement” procedures to select the advertisement first.)

Step 18. Email notification will be sent to the selected companies.

B. Search & View Advertisement

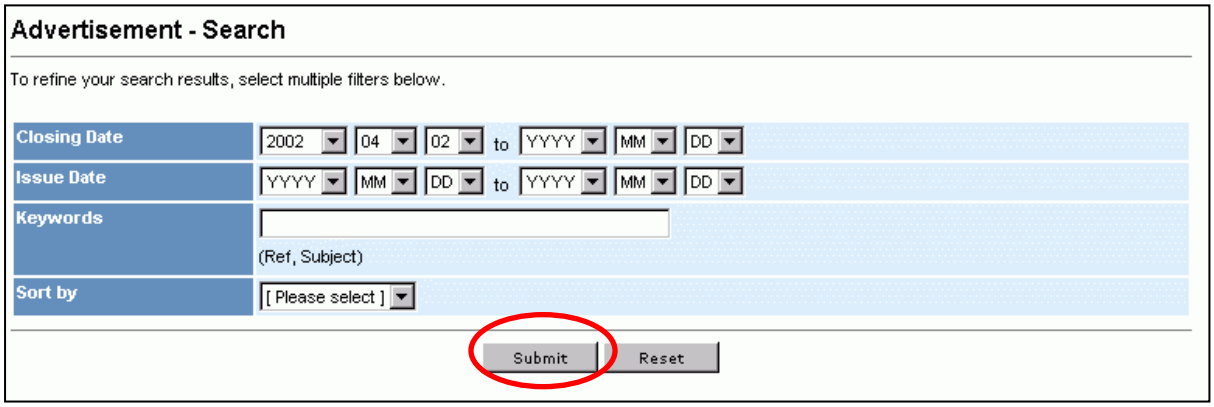
Step 1. Go to the menu bar at the top and click "Search Advertisement" under "Advertisement". This function is controlled by the access right of "Search & View" under "Advertisement".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post Advertisement
Search Advertisement
Adve sults (Record 1 - 2 of 2)
Ref
Subject
Closing Date
1. AD02127 AD02127 2003/01/01 00:00
2. AD02128 Concrete 2003/01/01 00:00
Page: 1

Step 2. Input searching criteria and click "Submit" button.

Searching criteria are:

1) Closing date range
2) Issue date range



3) Key words in Adv. Ref or Adv Subject

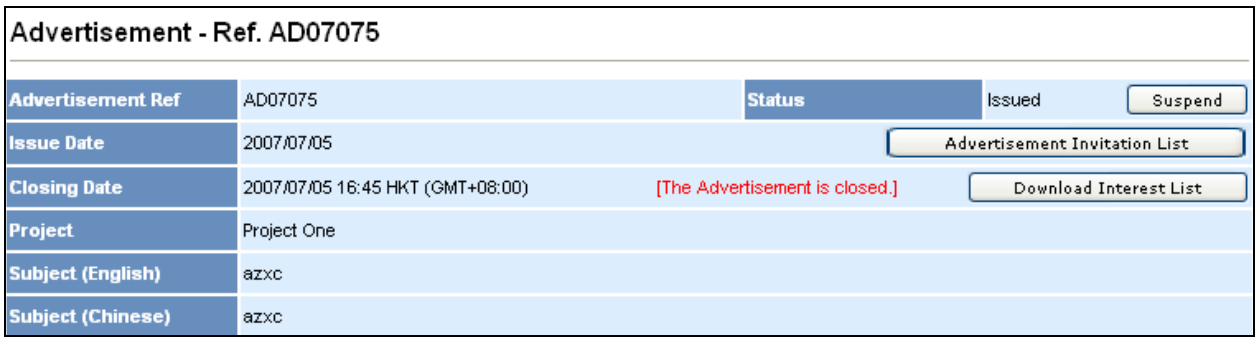
Step 3. The search result of advertisement will be shown. Click the Ref link to view the details. By default the search result will be ordered by adv. closing date. The search result can also be sorted by Advertisement Ref, Subject, Issue Date or Closing Date.

Advertisement - Search Results (Record 1 - 9 of 9)

	Ref	Subject	Closing Date
1.	ADV-T003	Test file size on ack	2002/04/02 00:00
2.	D-adv0402	dsf	2002/04/02 03:00
3.	D-adv0402a	Sample Adv	2002/04/02 10:45
4.	D-adv0402b	sample adv	2002/04/02 10:45
5.	00001-200232958	sdf	2002/04/02 11:00
6.	D-adv0402c	sample	2002/04/02 11:15
7.	ADV-T005	ADV-T005	2002/07/01 00:00
8.	ADV-T004	ADV-T004	2002/11/10 00:00
9.	ADV-T006	ADV-T006	2003/04/30 00:00

Page: **1**

C. Manage Advertisement



Before the advertisement is closed, the invitation list can be viewed and revised.

Step 1. Search the advertisement.

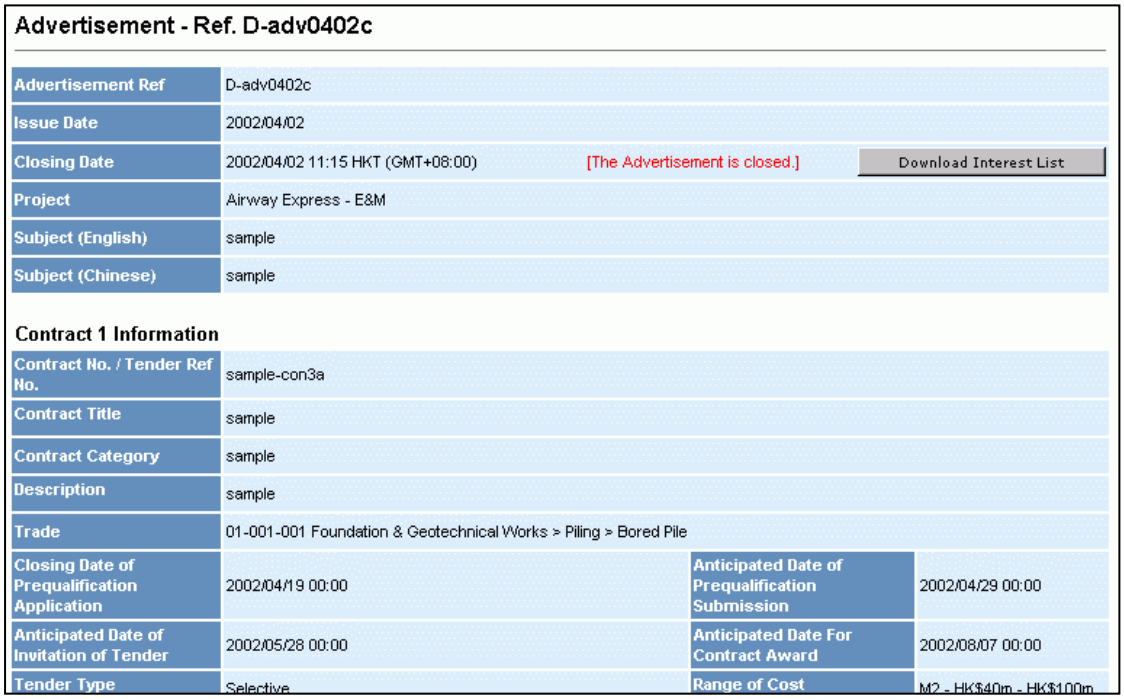
Step 2. Click “Advertisement Invitation List” to view the invitation list. This button is controlled by the access right of “Adv Contractor List” under “Advertisement”. More companies can be added to the advertisement invitation list before the advertisement closing date.

D. Download Interest List

After the advertisement is closed, the list of contractors expressed interest can be viewed.

Step 1. Search the advertisement.

Step 2. Click “Download Interest List” button to view the list. This button is controlled by the access right of “View Interest List” under “Advertisement”.



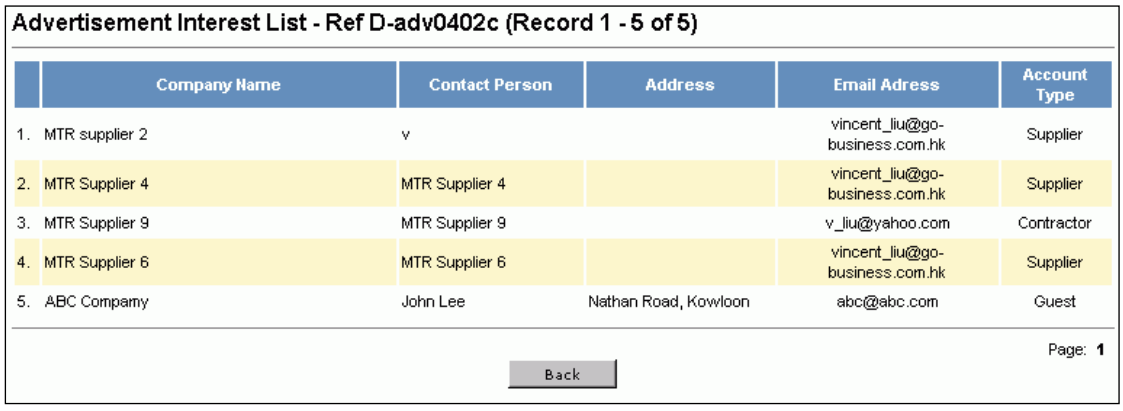
Advertisement - Ref. D-adv0402c

Advertisement Ref	D-adv0402c			
Issue Date	2002/04/02			
Closing Date	2002/04/02 11:15 HKT (GMT+08:00)	[The Advertisement is closed.]	Download Interest List	
Project	Airway Express - E&M			
Subject (English)	sample			
Subject (Chinese)	sample			

Contract 1 Information

Contract No. / Tender Ref No.	sample-con3a		
Contract Title	sample		
Contract Category	sample		
Description	sample		
Trade	01-001-001 Foundation & Geotechnical Works > Piling > Bored Pile		
Closing Date of Prequalification Application	2002/04/19 00:00	Anticipated Date of Prequalification Submission	2002/04/29 00:00
Anticipated Date of Invitation of Tender	2002/05/28 00:00	Anticipated Date For Contract Award	2002/08/07 00:00
Tender Type	Selective	Range of Cost	M2 - HK$40m - HK$100m

Step 3. The company(s) who has expressed their interest will be shown.



Advertisement Interest List - Ref D-adv0402c (Record 1 - 5 of 5)

	Company Name	Contact Person	Address	Email Adress	Account Type
1.	MTR supplier 2	v		vincent_liu@go-business.com.hk	Supplier
2.	MTR Supplier 4	MTR Supplier 4		vincent_liu@go-business.com.hk	Supplier
3.	MTR Supplier 9	MTR Supplier 9		v_liu@yahoo.com	Contractor
4.	MTR Supplier 6	MTR Supplier 6		vincent_liu@go-business.com.hk	Supplier
5.	ABC Company	John Lee	Nathan Road, Kowloon	abc@abc.com	Guest

Page: **1**

Back

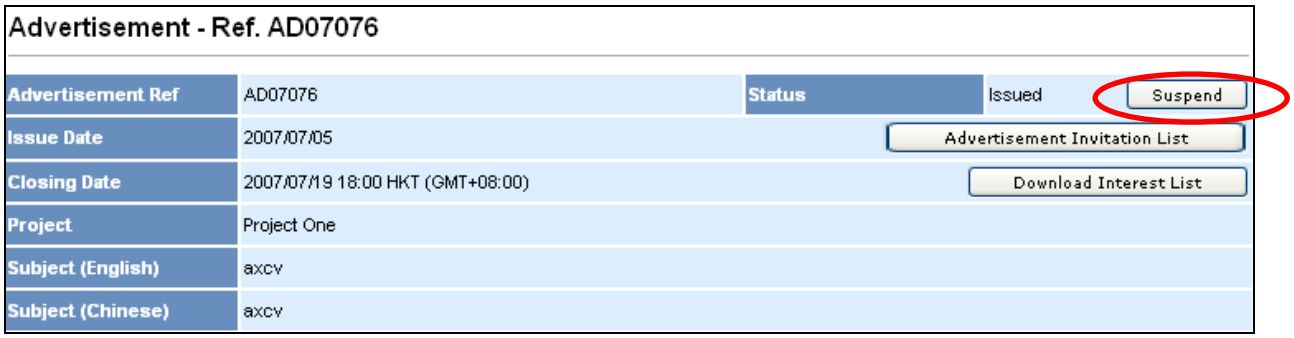
Note: The list of contractors expressed interest can also be viewed before the advertisement is closed.

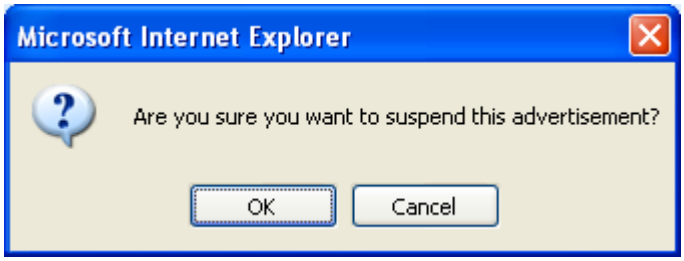
E. Suspend Advertisement

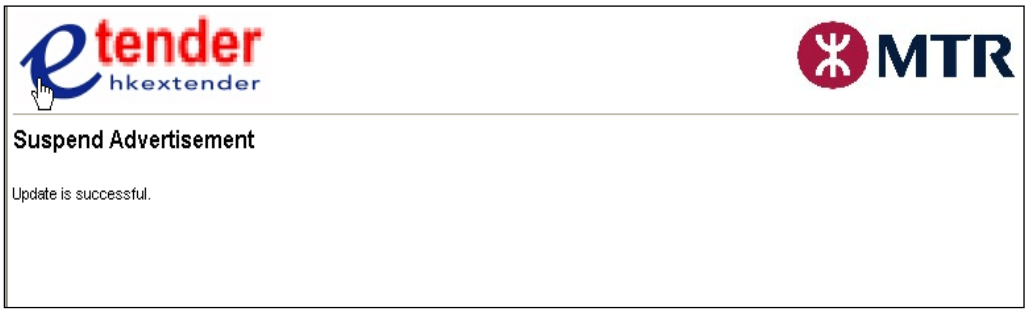
After the advertisement is posted, the advertisement can be suspended. This function is controlled by the access right of "Suspend" under "Advertisement".

Step 1. Search the advertisement.

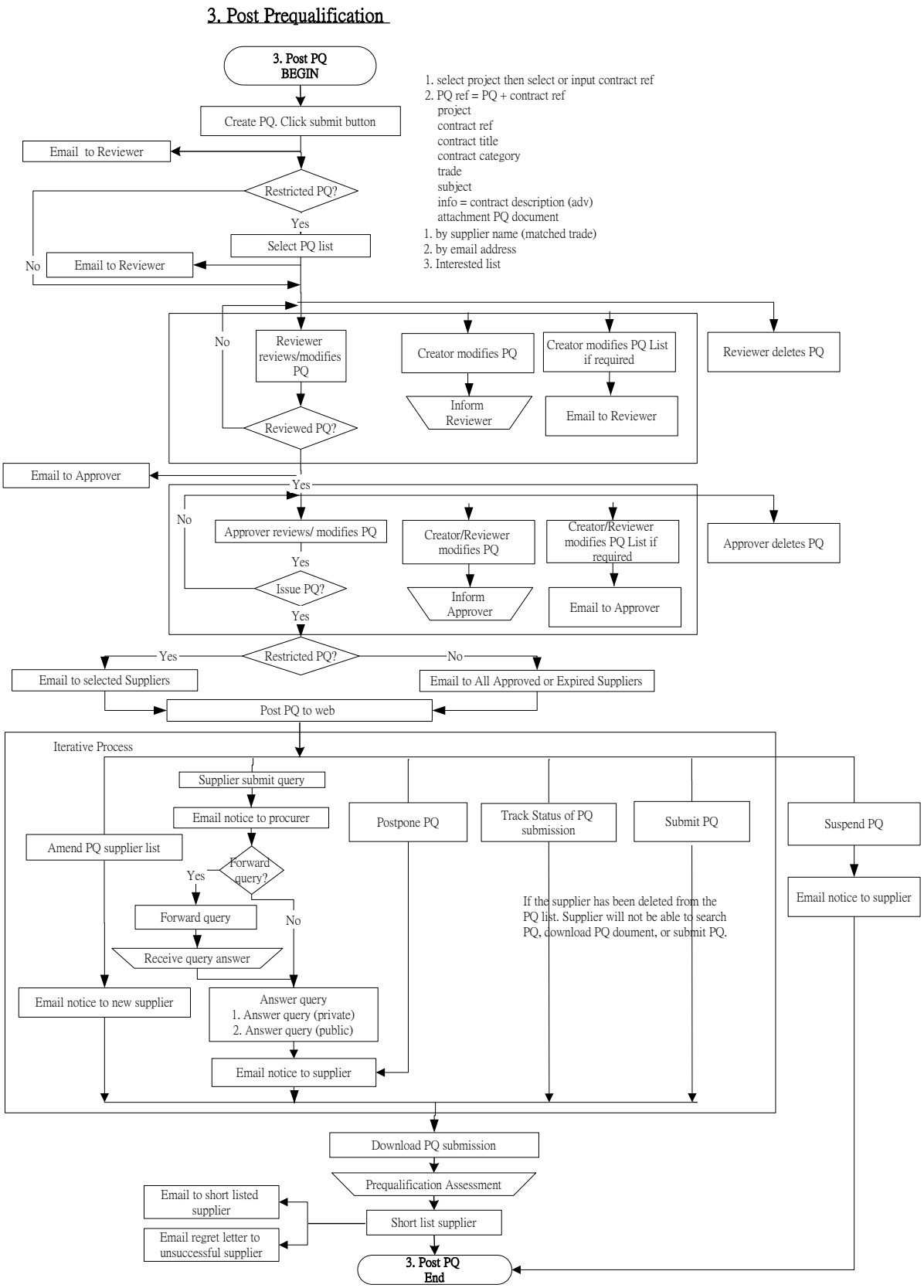
Step 2. Click "Suspend" button and then click "OK" to confirm. The acknowledgement of suspending advertisement will be shown as below. The advertisement will be suspended and email notice will be sent out to all the suppliers in the advertisement list and the suppliers which have expressed interest to the advertisement.







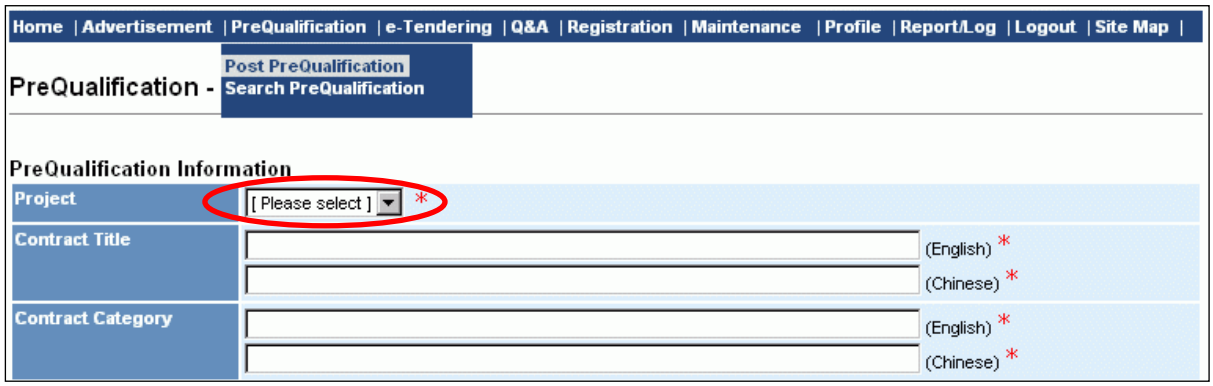
VI. PreQualification



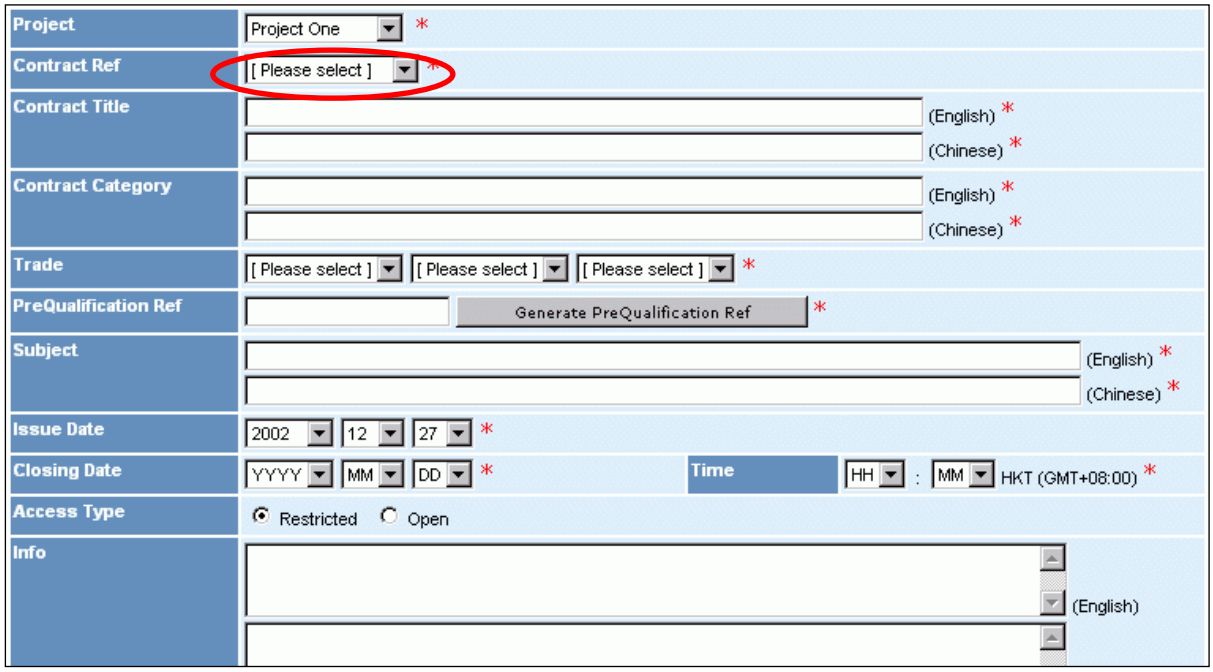
A. Post PreQualification

Step1. Go to the menu bar at the top and click "Post Prequalification" under "PreQualification". This function is controlled by the access right of "Post" under "New PQ Notice".

Step 2. Select Project Name



Step 3. Select Contract Ref (If not available, please choose "Not Applicable".)



Step 4. Type in a unique Contract Ref, Contract Title and Contract Category if contract is not available. Info will be filled by the system if advertisement has been posted for the contract.

Step 5. Select Trade for the PQ if contract is not available.

Step 6. Type in PreQualification reference number (Note that it should be unique. It can be generated by clicking "Generate PreQualification Ref".)

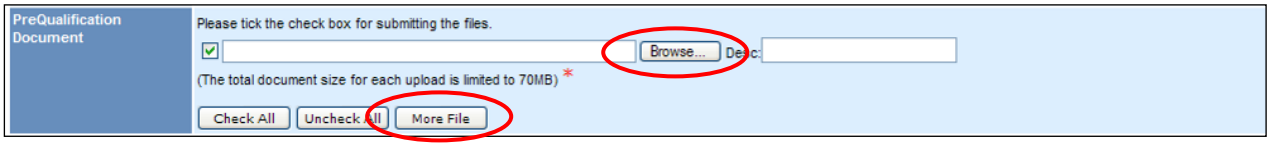
Default value for the function “Generate PreQualification Ref” = “PQ” + contract ref.

Step 7. Input Subject, PQ Issue Date and Closing Date.

Step 8. Choose Access Type of PQ.
It can be either:

a. Open: ALL contractors of approved or expired status can search the PQ and submit the questionnaire back.
b. Restricted: only selected contractor can search the PQ and submit the questionnaire back.

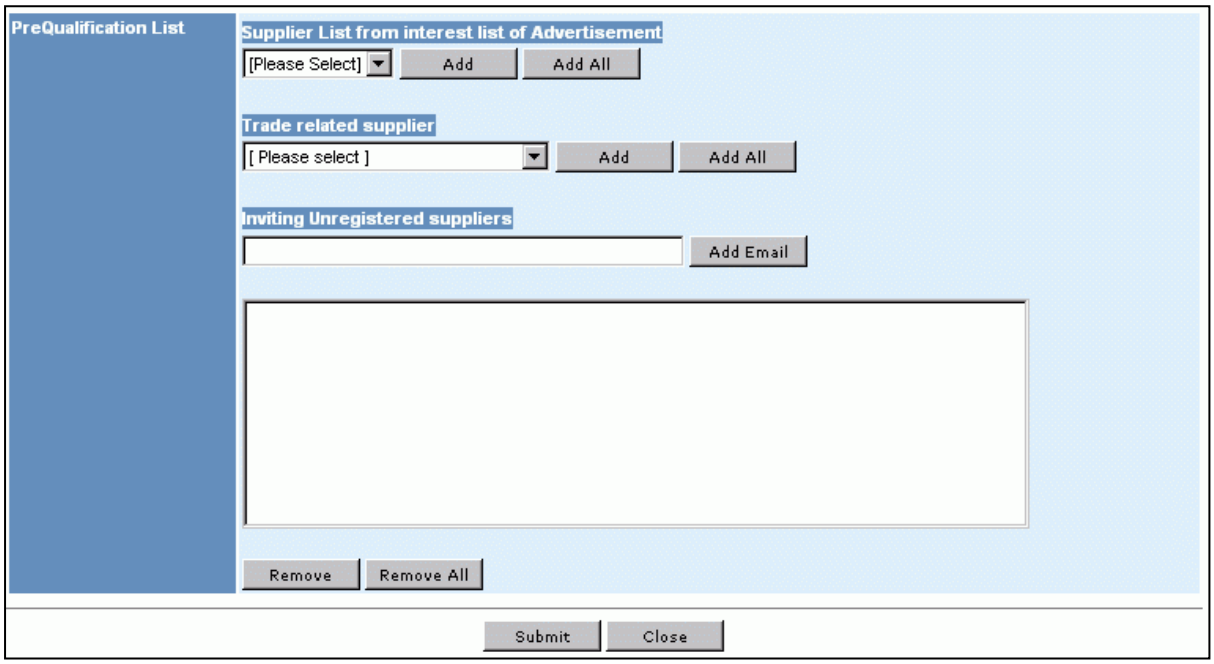
Step 9. Upload prequalification document by clicking “Browse” to choose file to be uploaded and then type the file description. Press “More File” button if there is more than one file and repeat choosing more files for upload. To upload the documents, make sure the checkbox for the particular file is checked and only for those checked could be uploaded to the server. For excluding the files selected, simply uncheck the check box. At least one document must be uploaded.



Step 10. Press “Submit” button and an acknowledgement message will be shown. At the same time, an email notice will be sent to the reviewer assigned for the project.

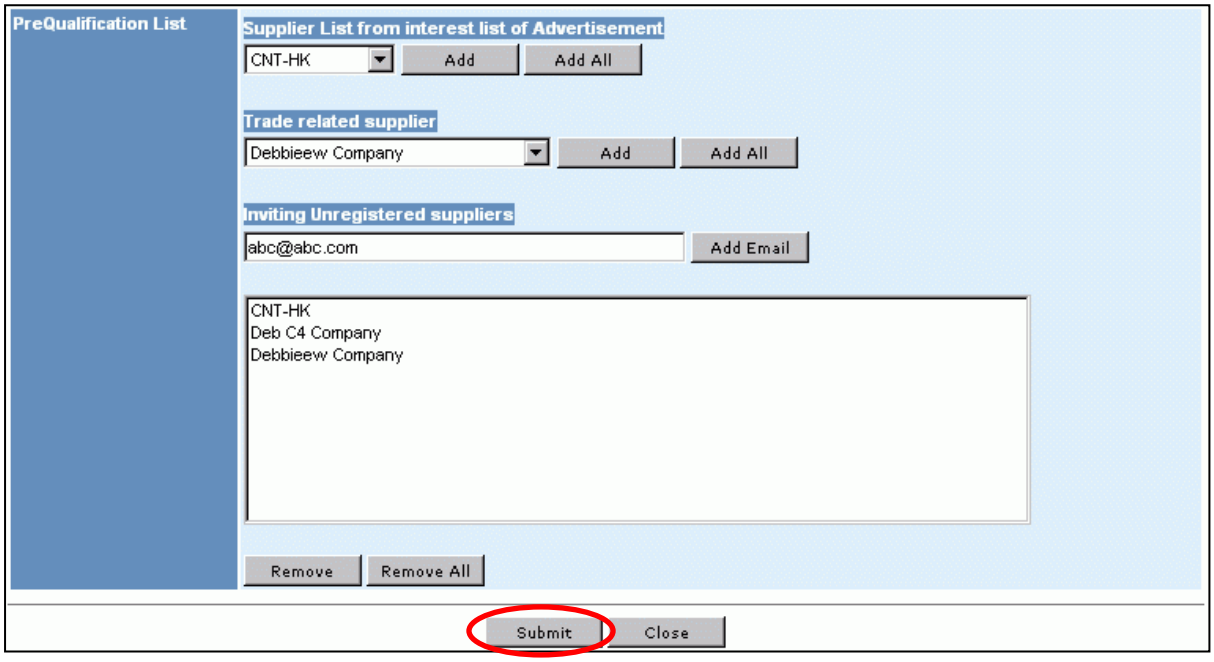
Step 11. Press “PreQualification List” to select contractor list. This button is controlled by the access right of “PQ Contractor List” under “New PQ Notice”.

a. Add the company name(s) who have expressed their interest to the advertisement for the contract from the drop down list of “Supplier List from Interest List of Advertisement” and click “Add”; OR,



b. Select the company name(s) from the drop down list of "Trade Related Suppliers" and click "Add", which would only include with the contractors of approved or expired status; OR,
c. Input the e-mail address of the company(s) who are not in the drop down list of "Supplier List from Interest List of Advertisement" or "Trade Related Suppliers" and click "Add Email". (Note: Such companies invited will receive email notification of the Prequalification. However, in order to view the Prequalification Notice and perform the subsequent actions for the Prequalification in the system, the companies must be registered under the system.)

Note: Press the "Add All" button will add all the contractors in a drop down list. Contractor selected can be removed by selecting the contractor in the box and then clicking the "Remove" button. Clicking the "Remove All" button will remove all the contractors listed in the box.



Notice: The function for checking or amending the PreQualification list is available in the PreQualification Notice created. And it is under the access control of "Check & Amend PQ Contractor List" under "PQ Notice" section. To use the function, first search and select the PreQualification Notice as described in Section D, then click the "PreQualification List" button and follow a to c of Step 11.

Step 12. Press "Submit" button after selecting the contractor list. At the same time, an email notice will be sent to reviewer.

Step 13. An acknowledgement message will be shown as follows.

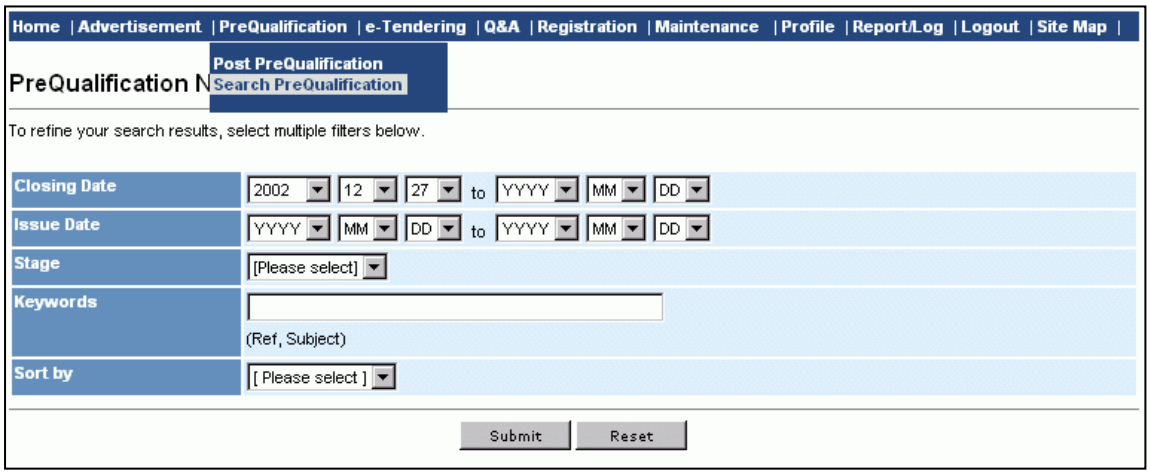
Note: For "Open" prequalification, no prequalification list is required. All contractors of approved or expired status will be notified in email by the system.

B. Modify PreQualification Information and Documents

The modification functions are controlled by the access right of "Post" or "Review PQ" or "Create PQ Box" under "New PQ Notice" and are only allowed when the prequalification notice is "Created" or "Reviewed".

I) Modify PQ Information

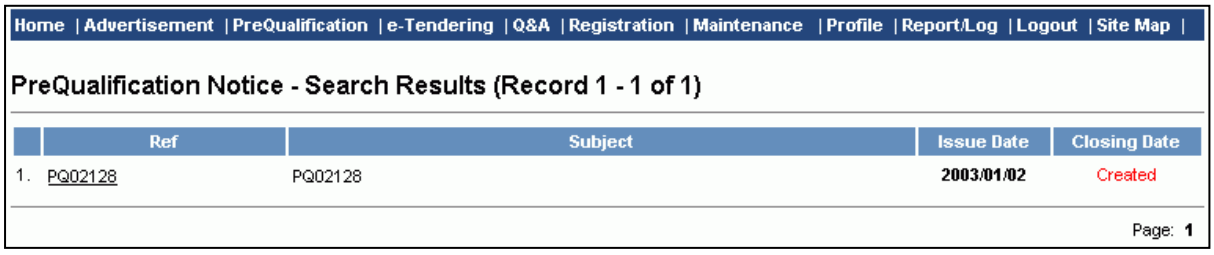
Step 1. Go to the menu bar at the top and click "Search PreQualification" under "PreQualification". Details can be referred to Section D. This function is controlled by the access right of "Search & View" under "PQ Notice".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post PreQualification
Search PreQualification
PreQualification N
To refine your search results, select multiple filters below.
Closing Date
2002 12 27 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

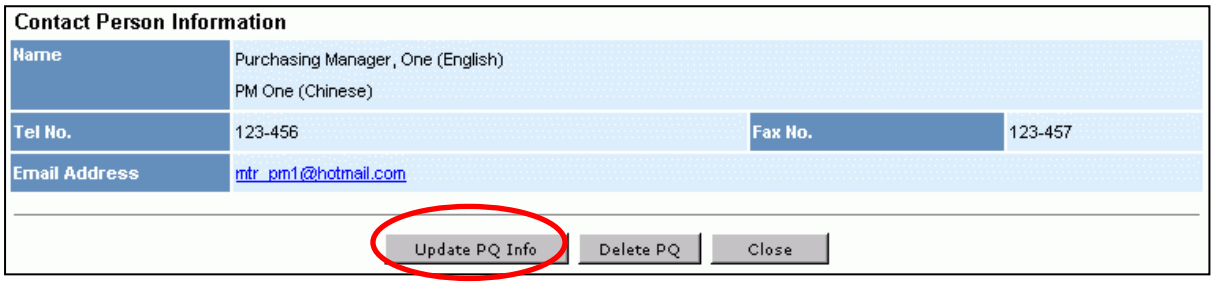
Step 2. Input search criteria like closing date, issue date, stage etc.

Step 3. Choose "Created" or "Review" in Stage.

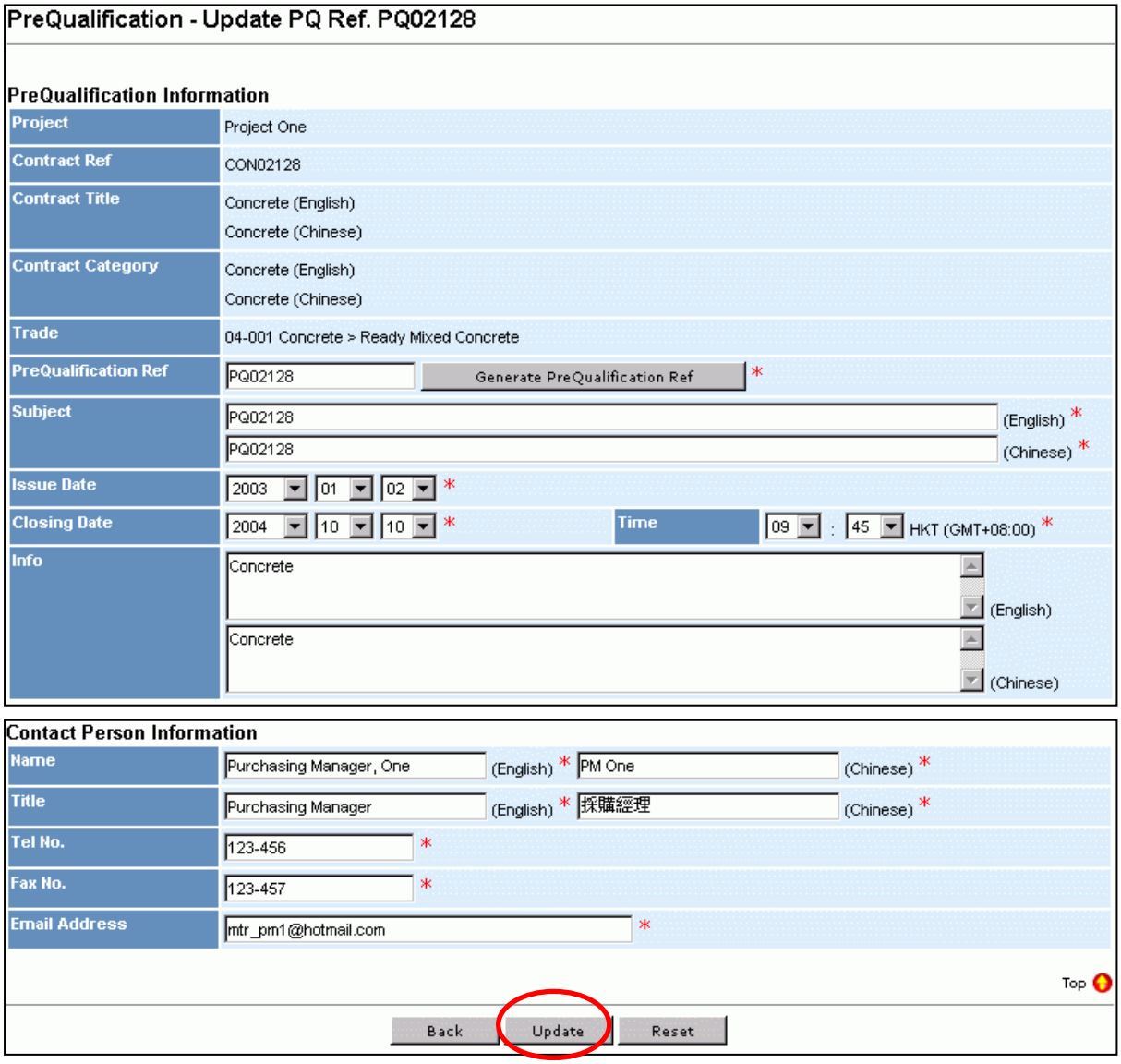
Step 4. The PreQualification notices will be shown and the status of PQs shown in the search result is "Created" or "Reviewed". Click the Ref link to view the details.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification Notice - Search Results (Record 1 - 1 of 1)
Ref
Subject
Issue Date
Closing Date
1. PQ02128
PQ02128
2003/01/02
Created
Page: 1

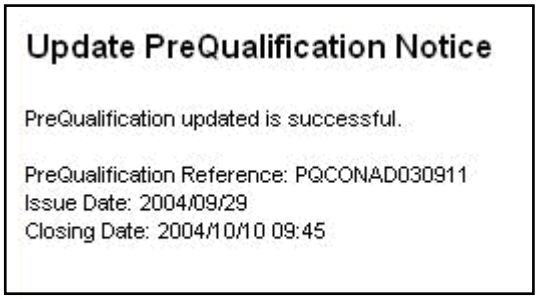
Step 5. Click on the "Update PQ Info" button to modify the information of PQ.



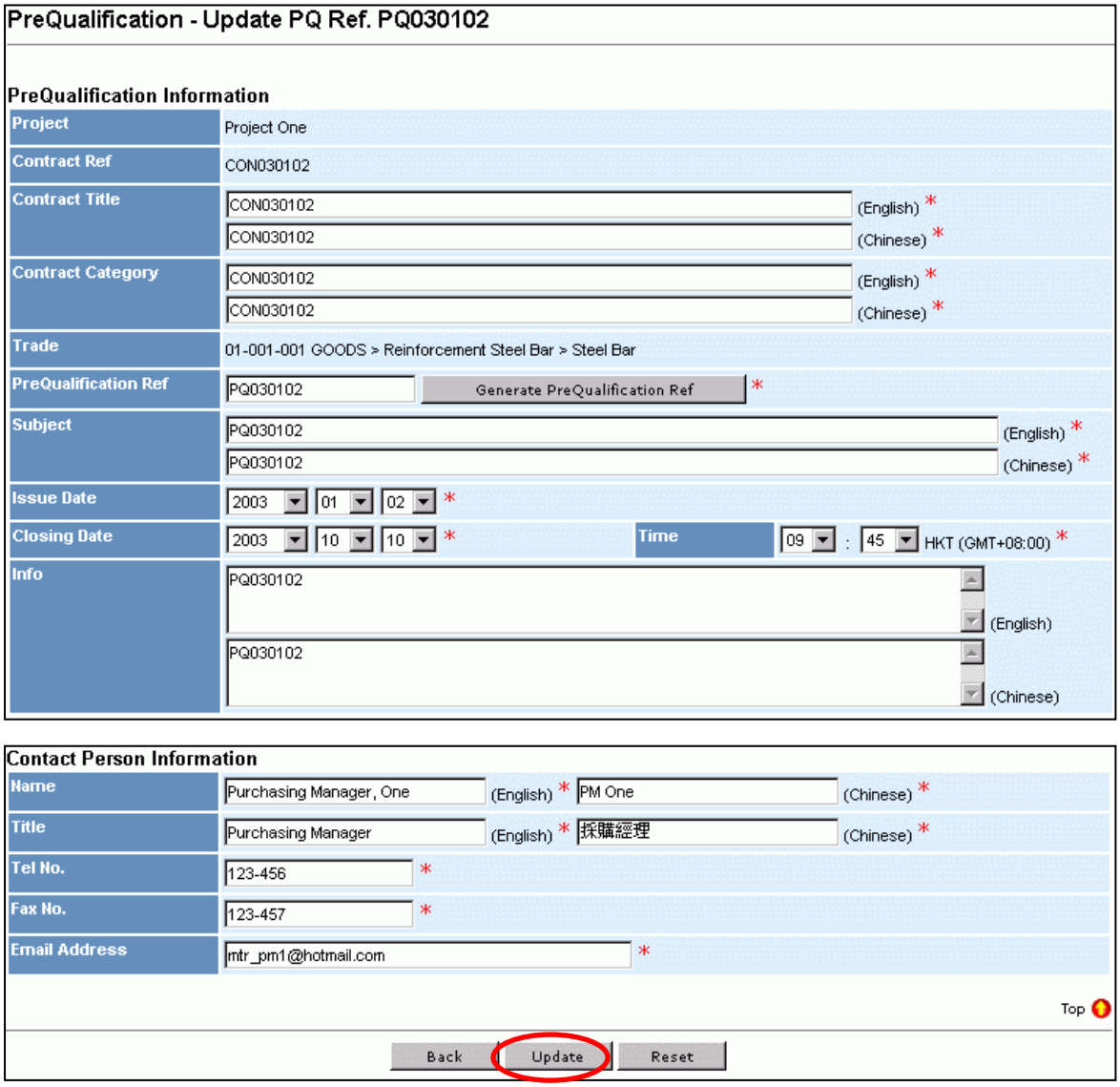
Step 6. The PQ created with an existing contract could be modified as shown below. Modify all the required fields for PQ and then click "Update". Closing time of the prequalification can also be changed by all users having right for PQ modification.



The acknowledgement of update PQ information is as below.



Step 7. The PQ created with a new contract could be modified as shown below. Modify all the required fields for PQ and then click "Update". Closing time of the prequalification can also be changed by all users having right for PQ modification.



The acknowledgement is as below. PQ and contract information are updated.

Update PreQualification Notice

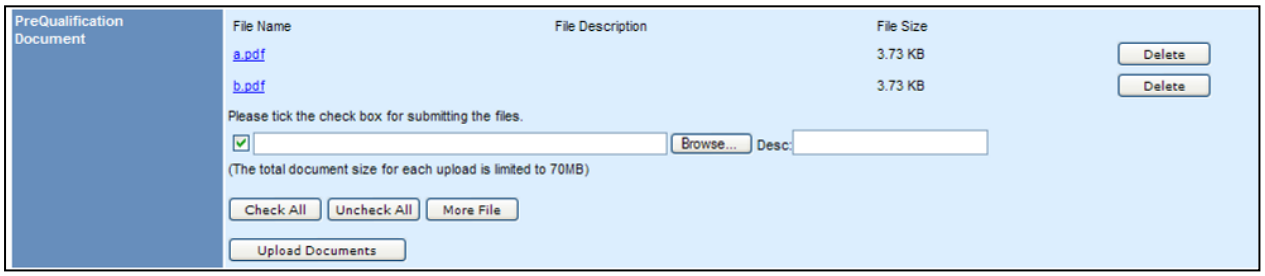
PreQualification updated successfully.

PreQualification Reference: PQ030102
Issue Date: 2003/01/02
Closing Date: 2003/10/10 09:45
Contract (CON030102) updated successfully.
Contract Title(English): CON030102
Contract Title(Chinese): CON030102
Contract Category(English): CON030102
Contract Category(Chinese): CON030102

Close

II) Uploading More Documents

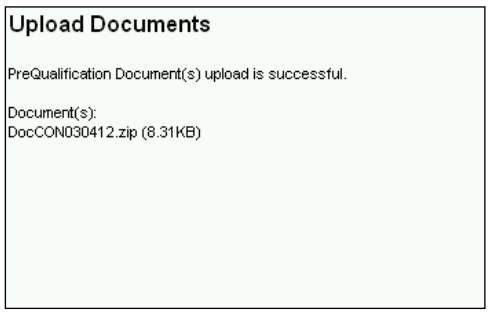
Step 1 Search and select the prequalification notice as described in Section D and then go to the "PreQualification Document" section.



Step 2. Click on the Browse button and select for the required file.

Step 3. For more than one document, click on the More File button. Then repeat Step 2 to select more file.

Step 4. Click on the "Upload Documents" button to upload the selected files to the server. Acknowledgement will be displayed as below.



Notes: 1. At least one of the file fields has to be filled before uploading documents.

2. At least one of the checkboxes has to be ticked before uploading documents.

3. If the checkbox is ticked, the corresponding file field has to be filled.

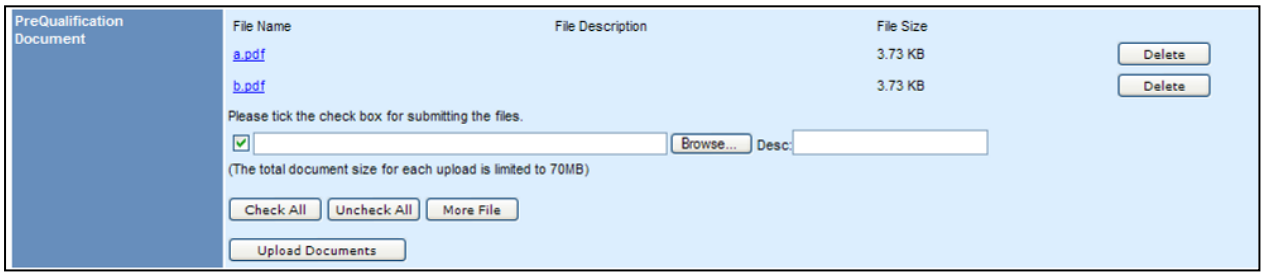
4. Only for those files which have the checkbox ticked will be uploaded to the server.

5. Create PQ Box function would not be proceeded if no files are in the PreQualification Document section.

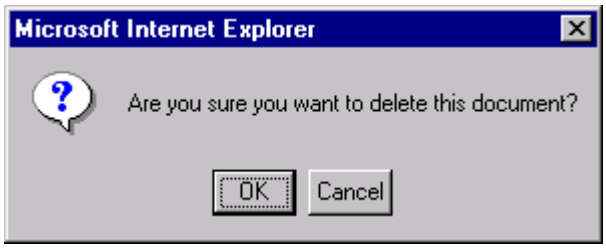
6. File description of the file already uploaded can be changed by uploading the same file with new file description.

III) Deleting PQ Documents

Step 1. Search and view the prequalification notice and then go to the "PreQualification Document" section.



Step 2. Locate the file to be deleted and then click on the "Delete" button on the corresponding line.

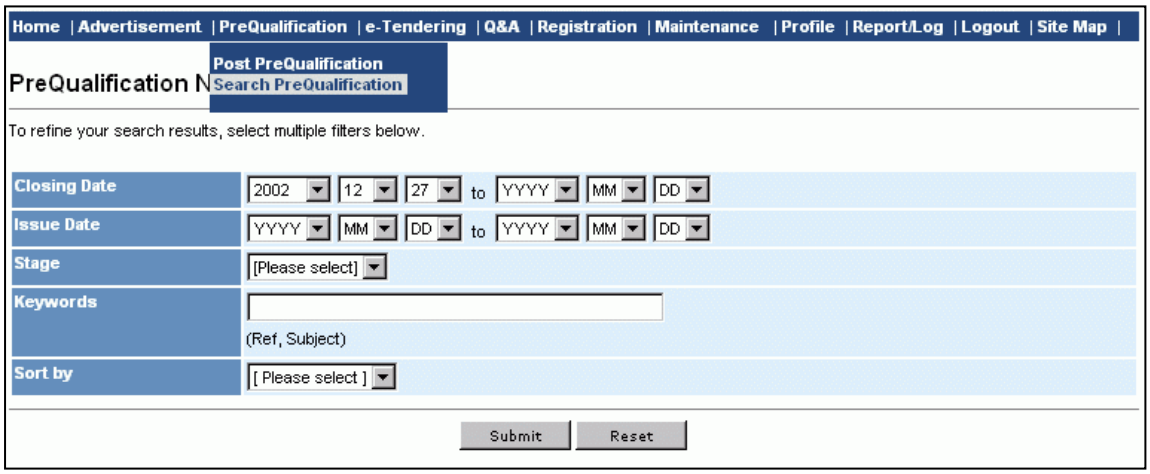


Step 3. Click "OK" to confirm deletion. Acknowledgement will be displayed as below.

C. Delete PreQualification Notice

The PQ deletion function is controlled by the access right of "Review PQ" or "Create PQ Box" under "New PQ Notice" and should be only allowed when the prequalification notice is "Created" or "Reviewed".

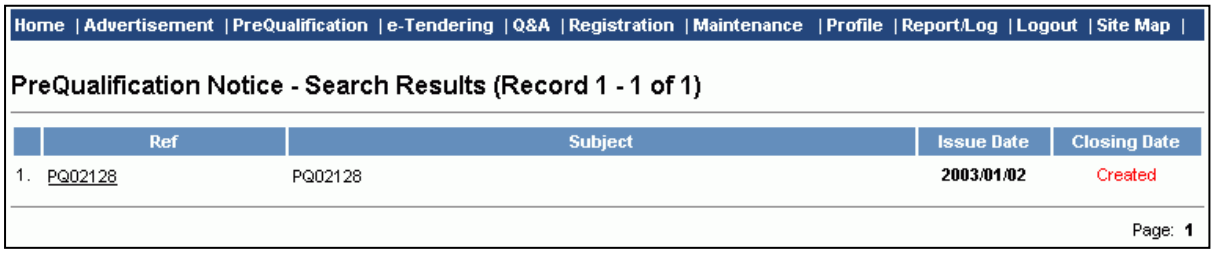
Step 1. Go to the menu bar at the top and click "Search PreQualification" under "PreQualification". Details can be referred to Section D. This function is controlled by the access right of "Search & View" under "PQ Notice".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post PreQualification
Search PreQualification
PreQualification N
To refine your search results, select multiple filters below.
Closing Date
2002 12 27 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

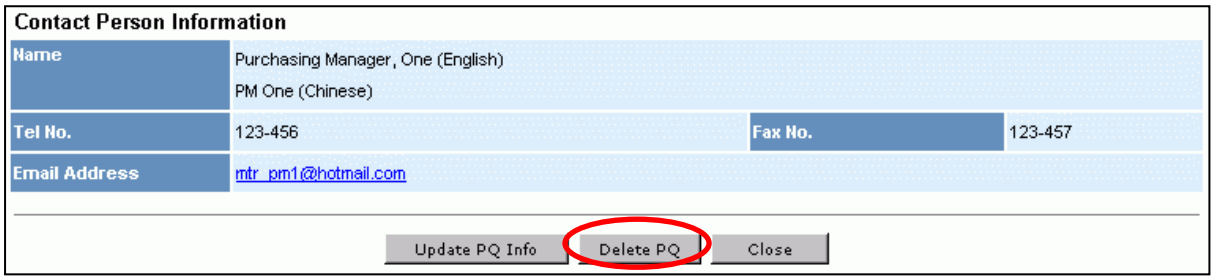
Step 2. Input search criteria like closing date, issue date, stage etc.

Step 3. Choose "Created" or "Review" in Stage.

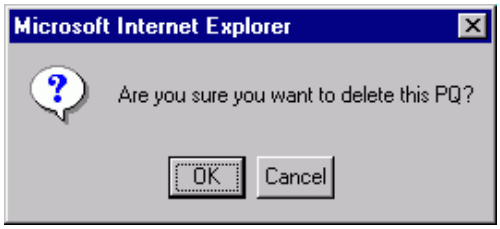
Step 4. The PreQualification notices will be shown and the status of PQs shown in the search result is "Created" or "Reviewed". Click the Ref link to view the details.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification Notice - Search Results (Record 1 - 1 of 1)
Ref
Subject
Issue Date
Closing Date
1. PQ02128
PQ02128
2003/01/02
Created
Page: 1

Step 5. Click on the "Delete PQ" button to delete PQ.



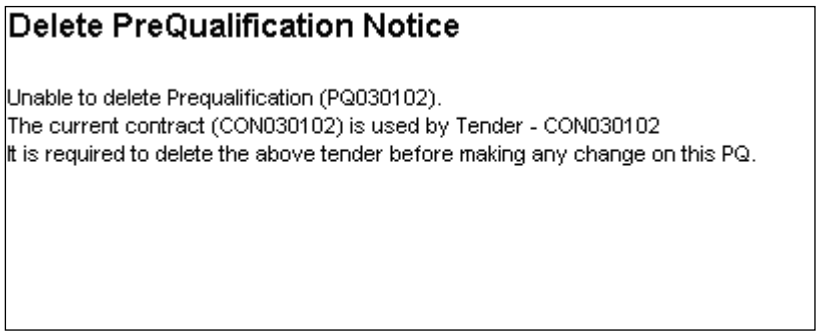
Step 6. A confirmation alert will be prompted and click "OK" to continue.



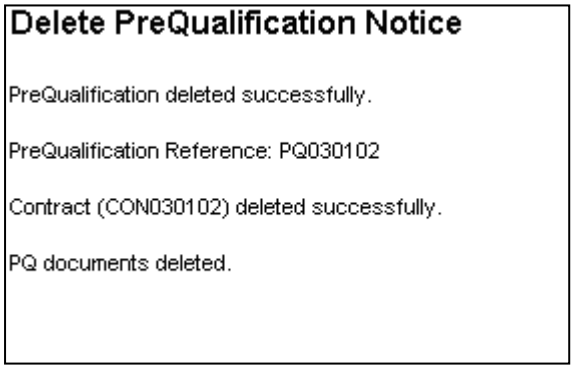
a. The acknowledgement of PQ created with an existing contract ref is shown below.

b. The acknowledgement of PQ created with a new contract ref is shown below.

c. The acknowledgement of PQ created with a new contract ref and the contract ref is being used by another tender is shown below. Tender have to be deleted before deleting the current PQ. The tender ref is indicated in the acknowledgement.


Delete PreQualification Notice
Unable to delete Prequalification (PQ030102).
The current contract (CON030102) is used by Tender - CON030102
It is required to delete the above tender before making any change on this PQ.

After deleting the tender related to the contract ref, delete the PQ again and the acknowledgment is shown below.



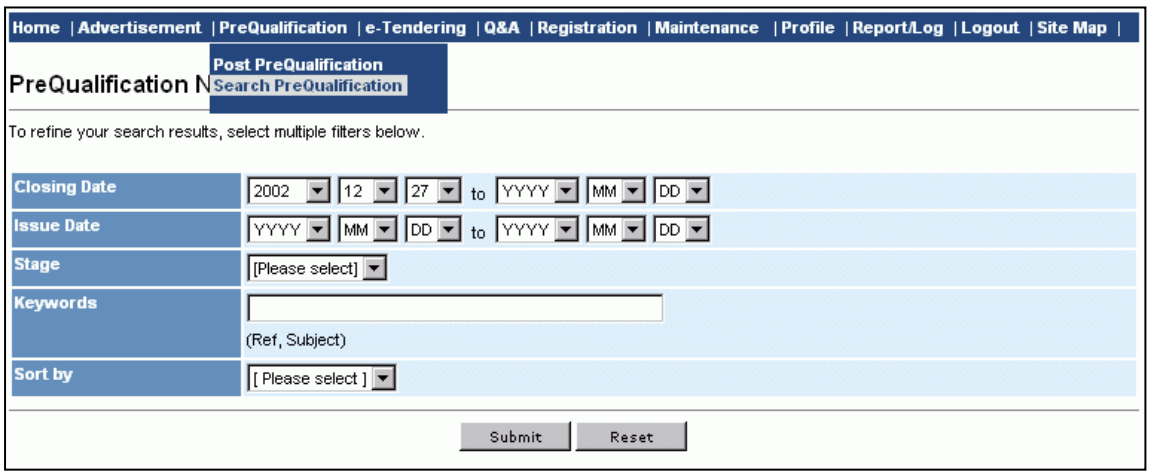
D. Search & Review PreQualification

Step 1. Go to the menu bar at the top and click "Search PreQualification" under "PreQualification". This function is controlled by the access right of "Search & View" under "PQ Notice".

Searching criteria are:

1) PQ Closing Date
2) PQ Issue Date
3) PQ Stage
4) Keywords in PQ Ref or Subject

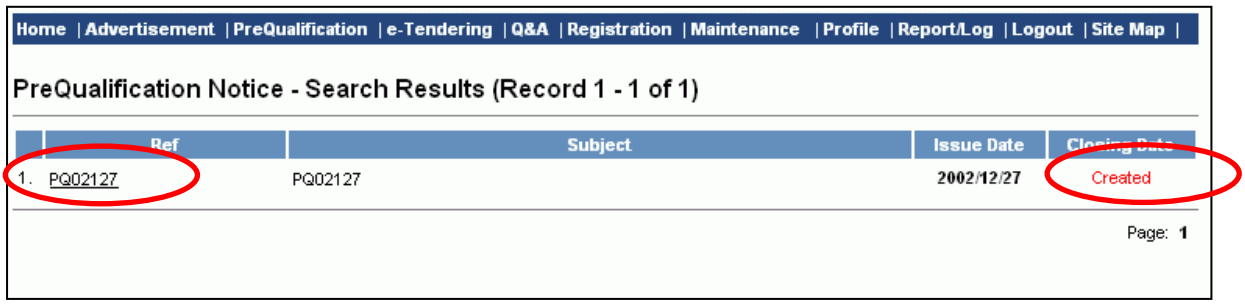
By default the search result will be ordered by issue date. Search result can also be ordered by Prequalification Ref, Subject and Closing Date.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post PreQualification
Search PreQualification
PreQualification N
To refine your search results, select multiple filters below.
Closing Date
2002 12 27 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

Step 2. Input search criteria like closing date, issue date, stage etc.

Step 3. Choose "Created" in Stage.

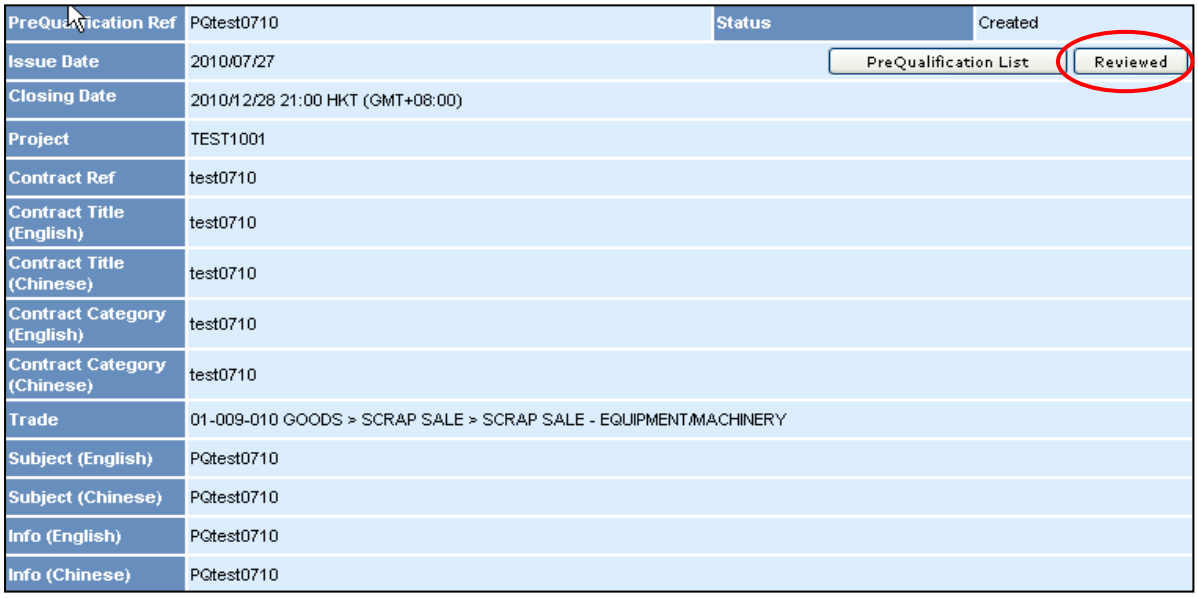
Step 4. The PreQualification notices with status "Created" will be shown. Click the Ref link to view the details.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification Notice - Search Results (Record 1 - 1 of 1)
Ref
Subject
Issue Date
1. PQ02127
PQ02127
2002/12/27
Created
Page: 1

Step 5. View the PQ details.

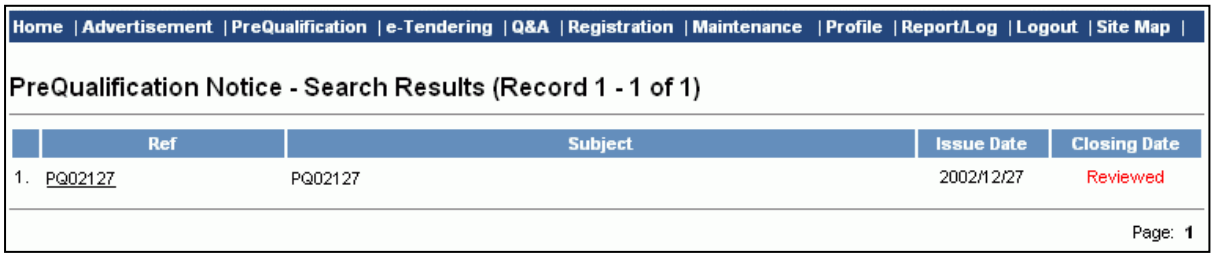
Step 6. Modify prequalification list or PQ details as described in previous sections if required. The function of the invitation list modification is under the access control of "Check & Amend PQ Contractor List" under "PQ Notice" section.

Step 7. Press "Reviewed" button to confirm completion of reviewing. This button is controlled by the access right of "Review PQ" under "New PQ Notice".



Step 8. The following message will appear. At the same time, an email notice will be sent to approver assigned for the project.

Step 9. The status of the PQ will be changed to "Reviewed".

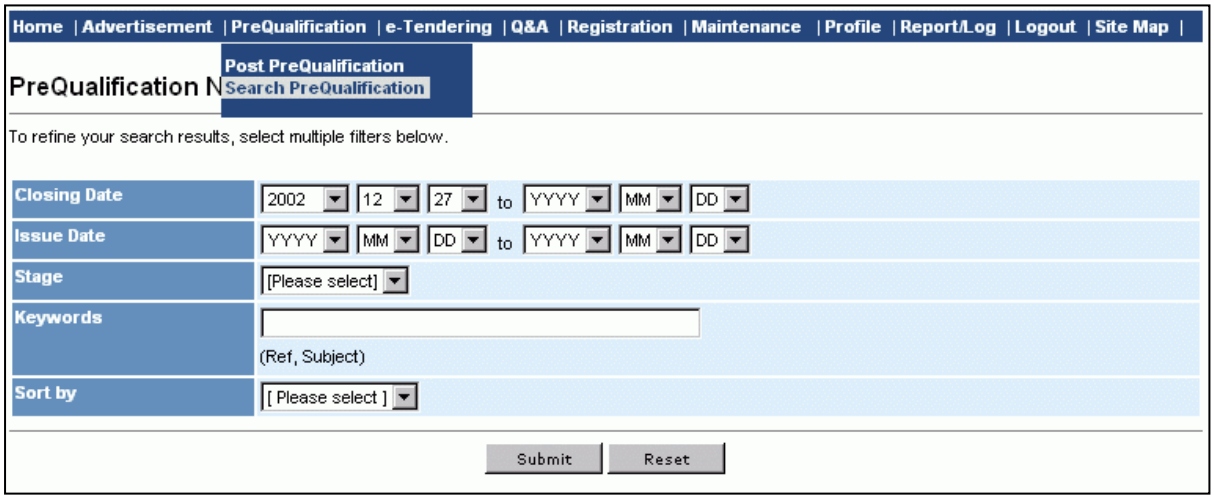

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification Notice - Search Results (Record 1 - 1 of 1)
Ref
Subject
Issue Date
Closing Date
1. PQ02127
PQ02127
2002/12/27
Reviewed
Page: 1

E. Create PreQualification Box

Step 1. Go to the menu bar at the top and click “Search PreQualification”.
Searching criteria are:

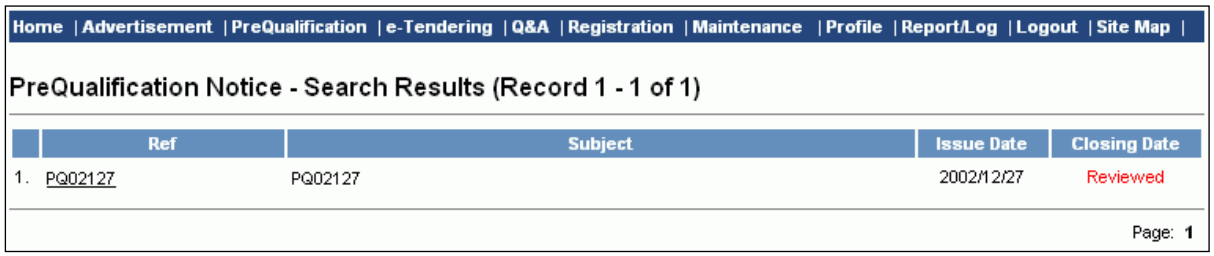
1) PQ Closing Date
2) PQ Issue Date
3) PQ Stage
4) Keywords in PQ Ref or Subject

By default the search result will be ordered by issue date


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post PreQualification
Search PreQualification
PreQualification N
To refine your search results, select multiple filters below.
Closing Date
2002 12 27 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

Step 2. Input search criteria and also select “Reviewed” in Stage.

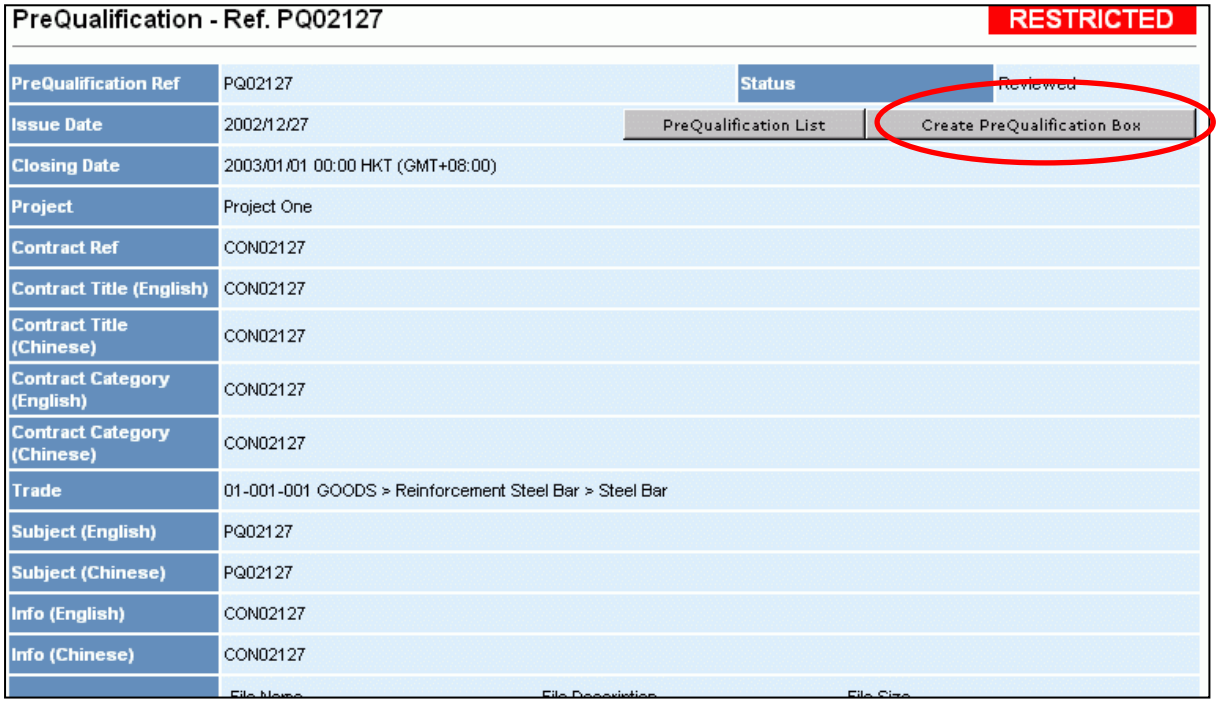
Step 3. The search result of PreQualification notice will be shown. Click the Ref link to view the details.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification Notice - Search Results (Record 1 - 1 of 1)
Ref
Subject
Issue Date
Closing Date
1. PQ02127
PQ02127
2002/12/27
Reviewed
Page: 1

Step 4. View the PQ details.

Step 5. Modify prequalification list or PQ details as described in previous sections if required. The function of the prequalification list modification is under the access control of “Check & Amend PQ Contractor List” under “PQ Notice” section.

Step 6: Press “Create PreQualification Box” button and confirm “OK”. This button is controlled by the access right of “Create PQ Box” under “New PQ Notice”.



Step 7. An acknowledgement message will be shown and click “Close” button to exit.

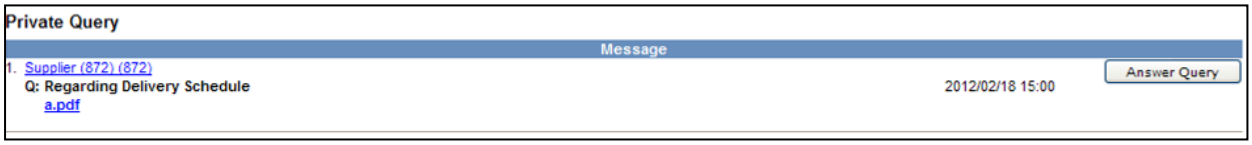
Step 8. Email notifications will be sent to the selected contractors in the prequalification list for “restricted” PQ and to all contractors of approved or expired status for “open” PQ.

F. View & Answer Query on PreQualification

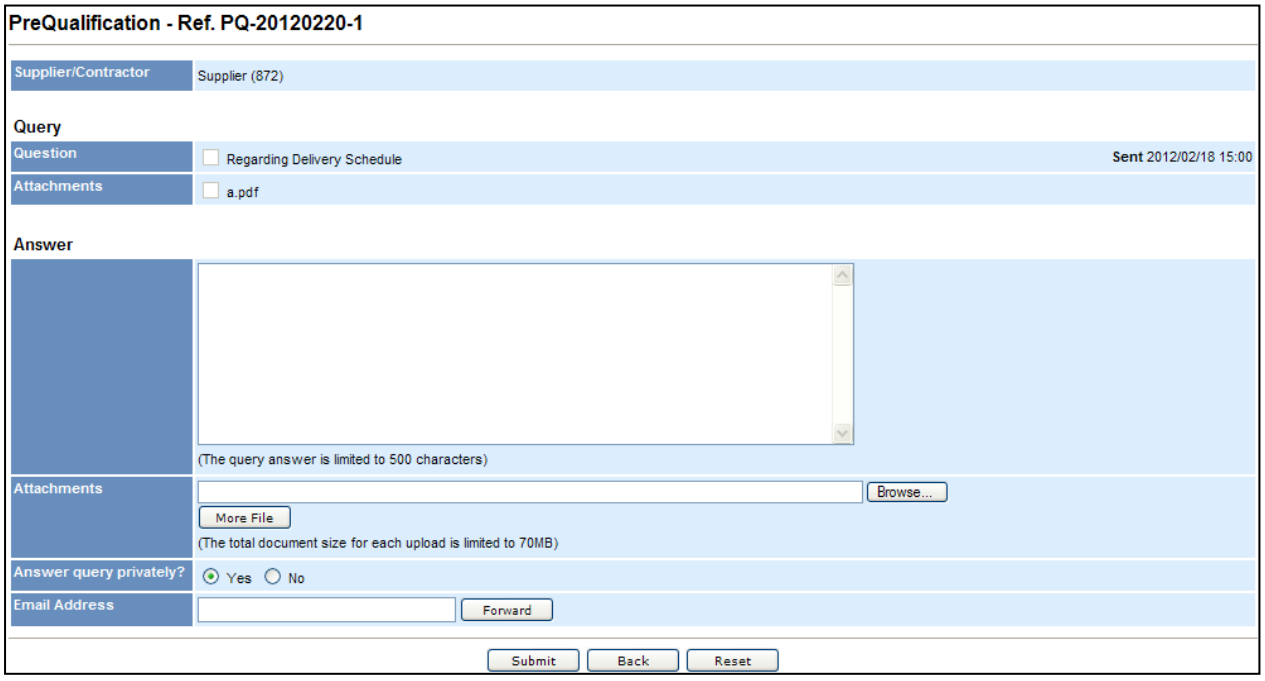
Step 1. The procurer user, who is a contact person of a PQ or the one creates the PQ notice, will receive e-mails about queries raised by the contractors.

Step 2. Search and view the specific PQ (Please refer to Section D Step 1-2).

Step 3. The query with attachment files (if any), and name of contractor who has submitted the query, will be shown in the Private Query Section at the bottom of the PQ Notice.



Step 4. Press "Answer Query" button to answer the query. This button is controlled by the access right of "Answer PQ Clarification" under "PQ Notice".



a. Type the answer in the text box.
b. Attach document file (if any) by clicking the "Browse" button.
c. Decide to answer the query privately (only the contractor who submitted the query can see the query and answer) or publicly (All contractors in the prequalification list can also see the query and answer but not knowing the name of contractor who submitted the query, Procurer can select question and / or attachment to disclose to all contractors).

Step 5. Query can also be forwarded to other users by inputting the e-mail address and press "Forward" button. (No file attachment will be forwarded.) The email receiver should log on

his / her account to download the query file. (Only user assigned to the project can download the query file.) If the other users do not have an account in the system, the relevant files should be downloaded and forwarded to the users using ordinary e-mail application.

Step 6. Press "Submit" button and then "OK" button to confirm and an acknowledgement message will be shown. Email notification will only be sent to the contractor who submitted the query no matter it is a public or private answer.

Remarks:

a) If the answer is public, the answer will be shown to all contractors in the prequalification list, and the question and / or question attachment can be selected to disclose to all contractors (but the contractors cannot see the name of the contractor submitted the query). All contractors will receive a email notification.

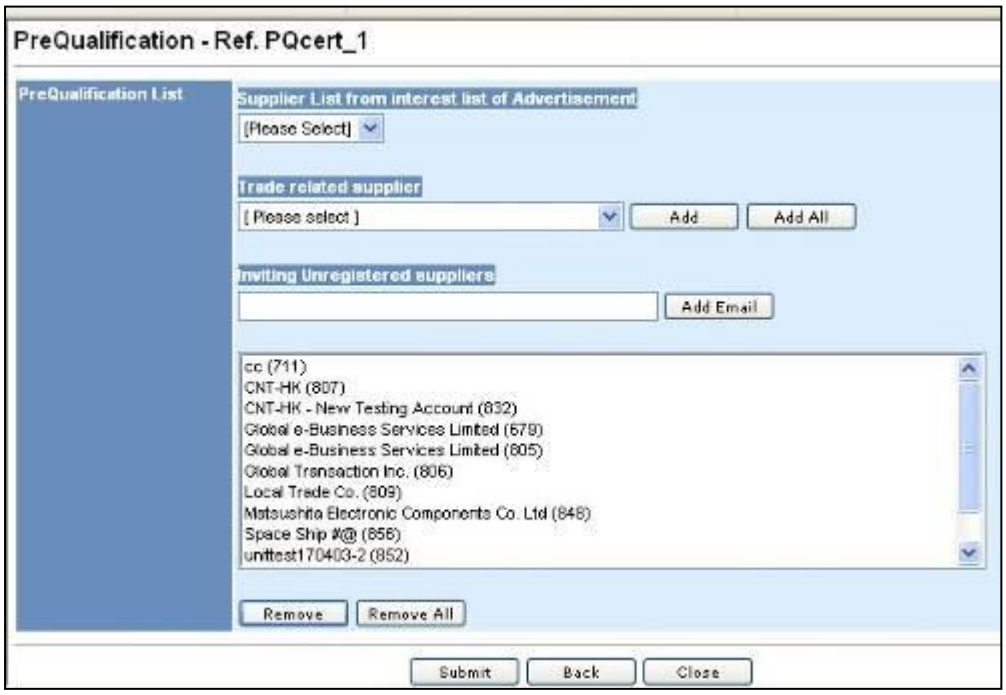
b) If the answer is private, only the contractor submitted the query will receive email notification and see the query and answer.

G. Check / Edit PreQualification List & Check Prequalification Status

Step 1. Search the PQ and click the specific PQ Ref.

Step 2. Click “PreQualification List” button to view the prequalification invitation list. This button is controlled by the access right of “Check & Amend PQ Contractor List” under “PQ Notice”.

Step 3. The PQ list will be shown.
Add contractor to PQ List: Choose company from “Supplier List from interest list of Advertisement” or list of “Trade related suppliers” and click “Add” button to add the company to the PQ list.
Or type in email address under “Inviting Unregistered suppliers” and click “Add Email” button. (Note: Such companies invited will receive email notification of the Prequalification. However, in order to view the Prequalification Notice and perform the subsequent actions for the Prequalification in the system, the companies must be registered under the system.)
Delete contractor from PQ List: Choose company or email address in PQ List box and click “Remove” button. Or click “Remove All” to delete all companies.



Step 4. Click “Track Status” button to view current status so that tracking status report will be shown. This button is controlled by the access right of “Check Status” under “PQ Notice”.

PreQualification - Ref. PQ123456

RESTRICTED

PreQualification Ref	PQ123456	Status	Issued
Issue Date	2003/01/16	PreQualification List / Track Status	
Closing Date	2003/08/09 08:00 HKT (GMT+08:00)		
Project	Project One		
Contract Ref	123		
Contract Title (English)	scf		
Contract Title (Chinese)	sfdsf		
Contract Category (English)	sdfs		
Contract Category (Chinese)	sdfs		
Trade	01-001-001 GOODS > Reinforcement Steel Bar > Steel Bar		
Subject (English)	123		
Subject (Chinese)	123		
Info (English)	dfgdsg		
Info (Chinese)	dfgdgdfg		

PreQualification Tracking Status Report - Ref. PQ123456

Printed on: 2003/03/07 16:11

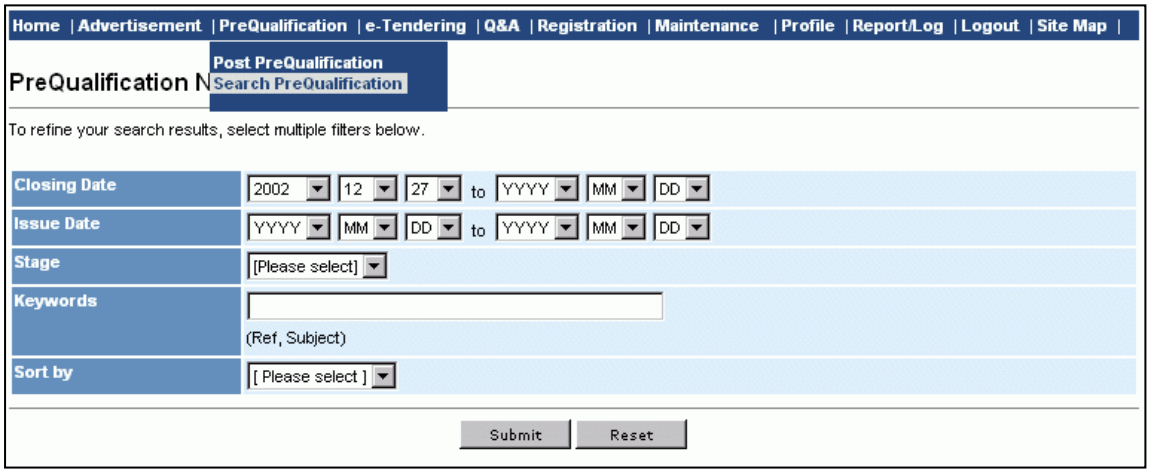
	Company Name	Download Doc	Download Query Doc	Download Ans Query Doc	Prequalification Submission
1.	Company B TTest				

Back

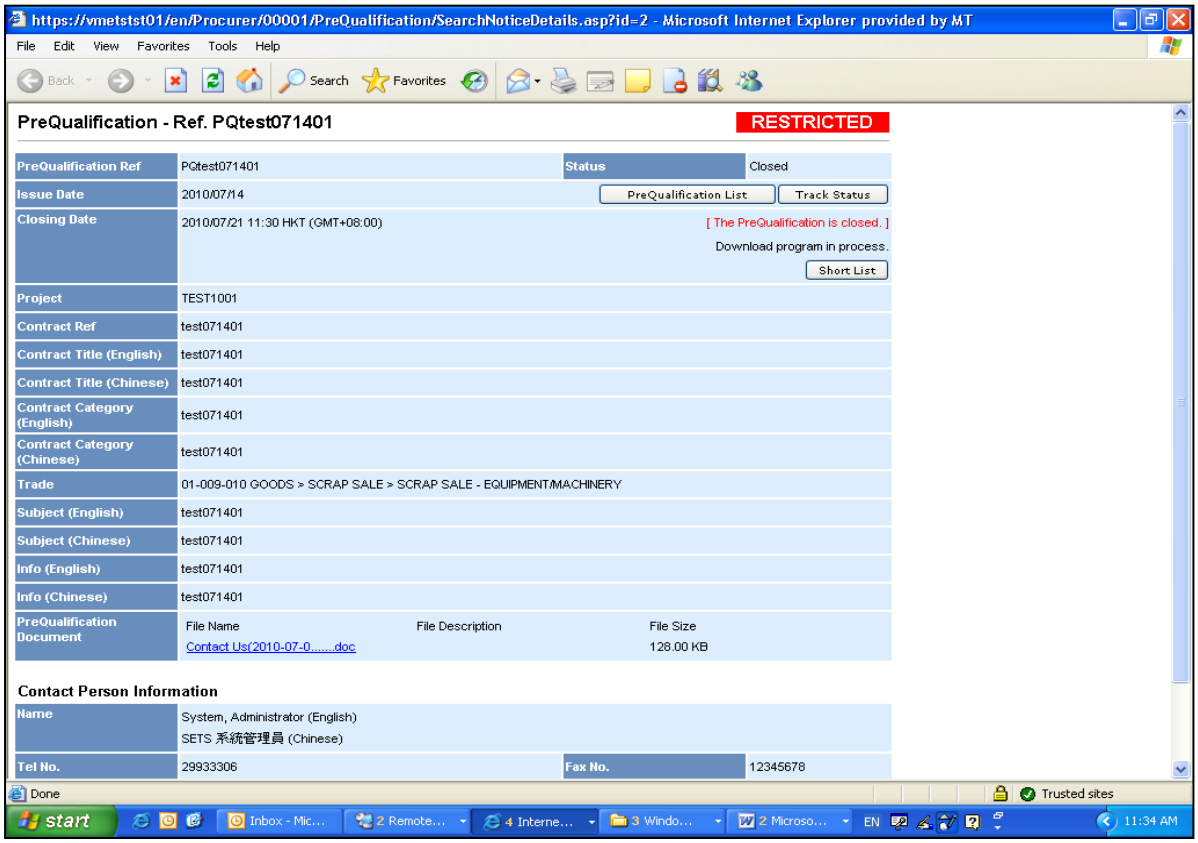
H. Download PreQualification Submission

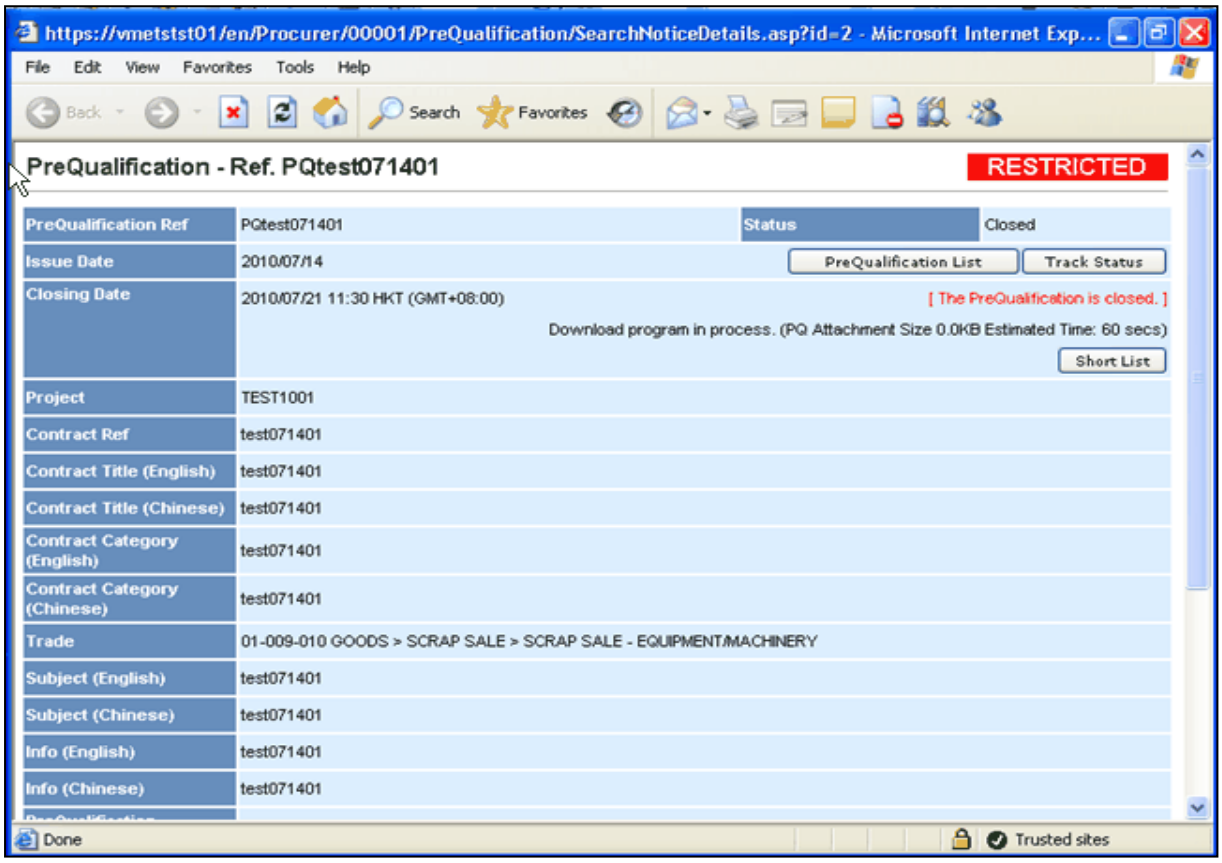
Step 1. After PreQualification closing date/time is reached, PQ submitted by the contractor can be downloaded and assessed.

Step 2. Search the PQ and find the specific PQ under Search PreQualification. (Please refer to Section D Step 1- 2).

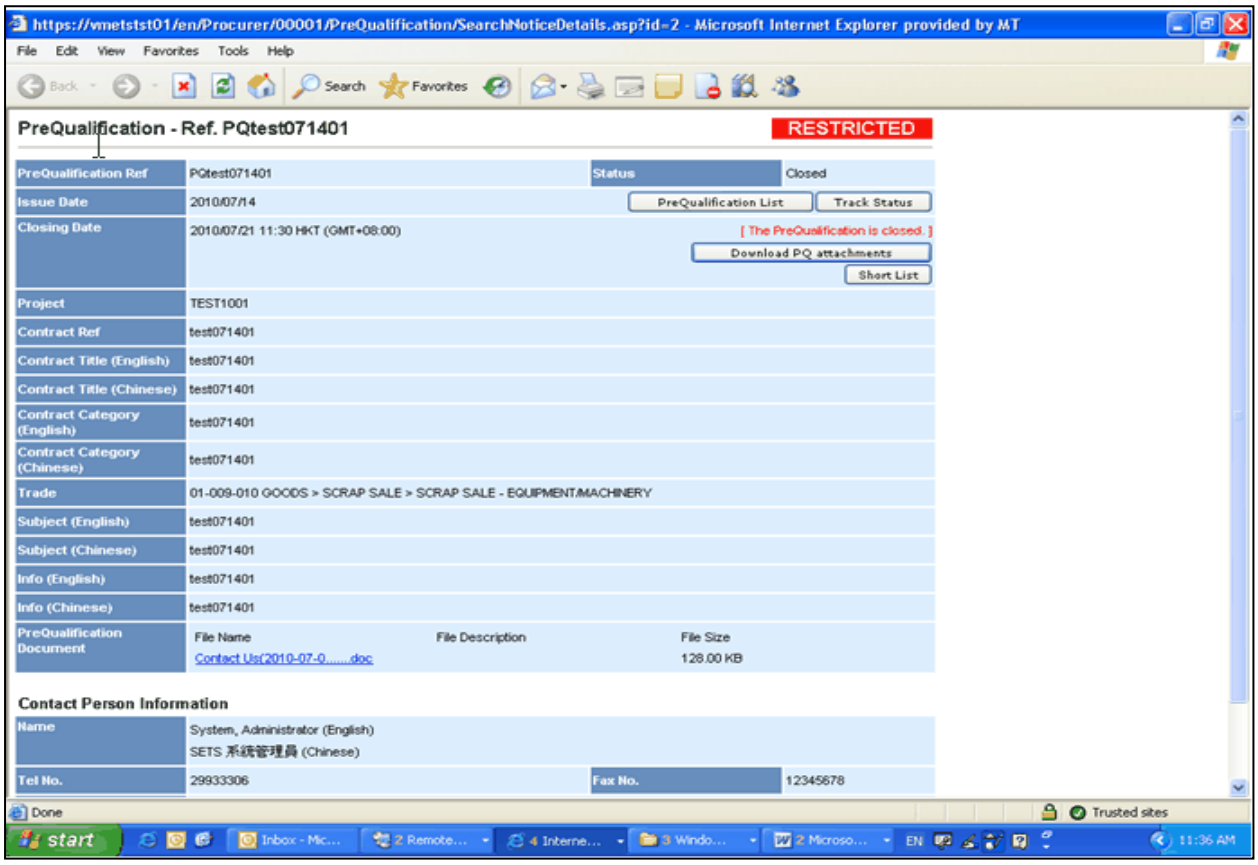

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
PreQualification N
Post PreQualification
Search PreQualification
To refine your search results, select multiple filters below.
Closing Date
2002 12 27 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

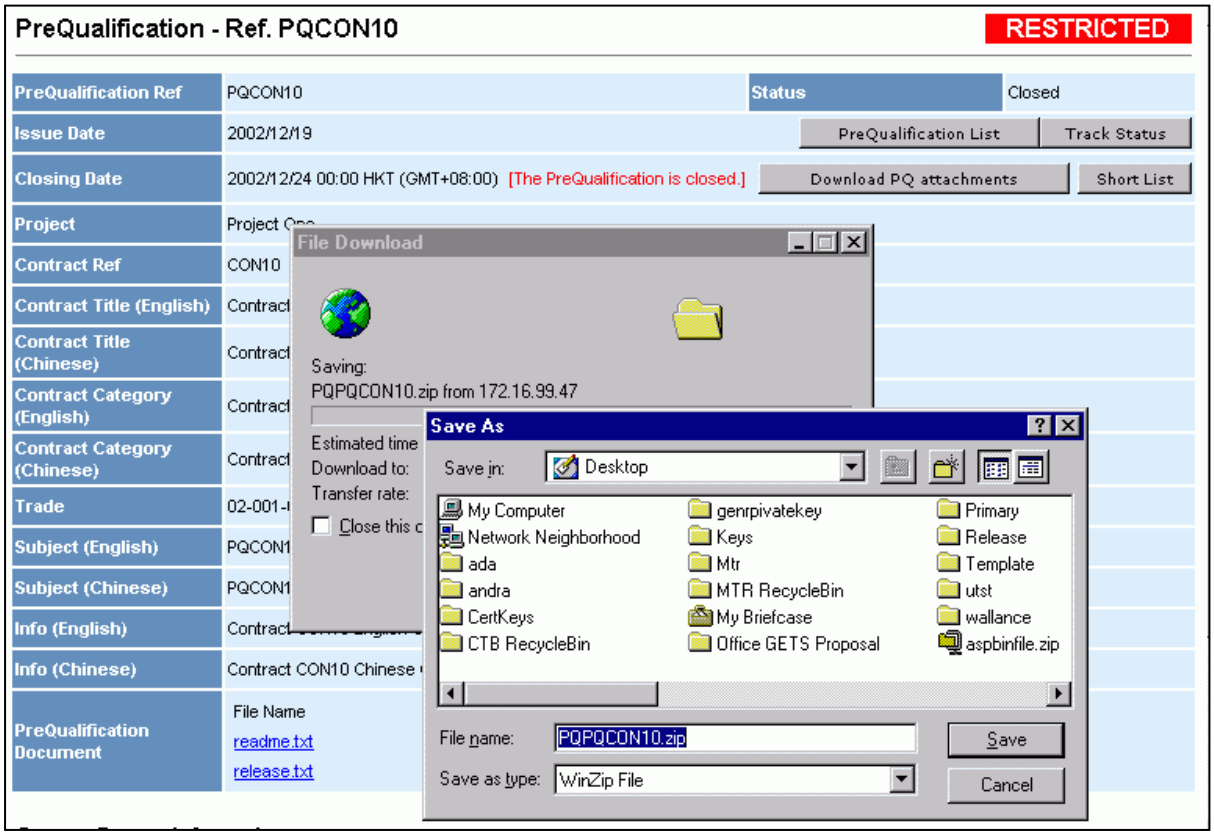
Step 3. The System will validate and compress all attachments into a zip file thru a batch mode after closing time +5 minutes, and System will show “Download program in process” when doing the batch job.



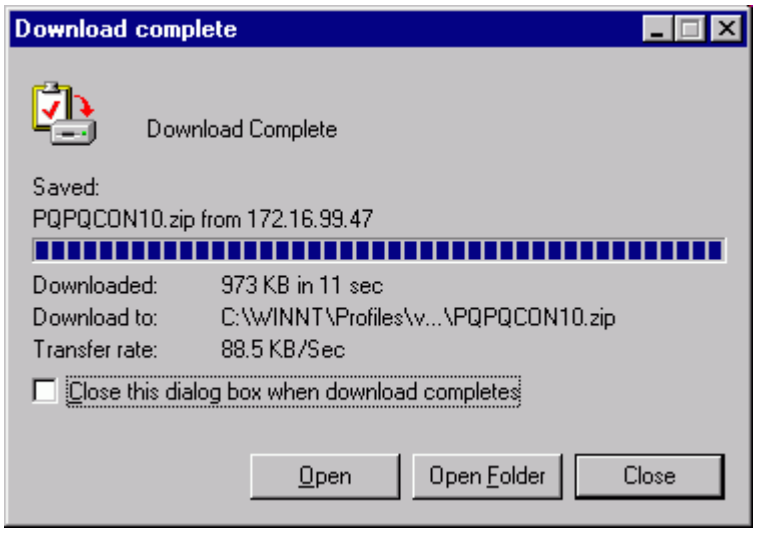


Step 4. The System will notify the PreQualification's creator which specified in the Project via email that the zip file is ready for download, and show the "Download PQ Attachments" button when the PreQualification Attachments is ready for download.

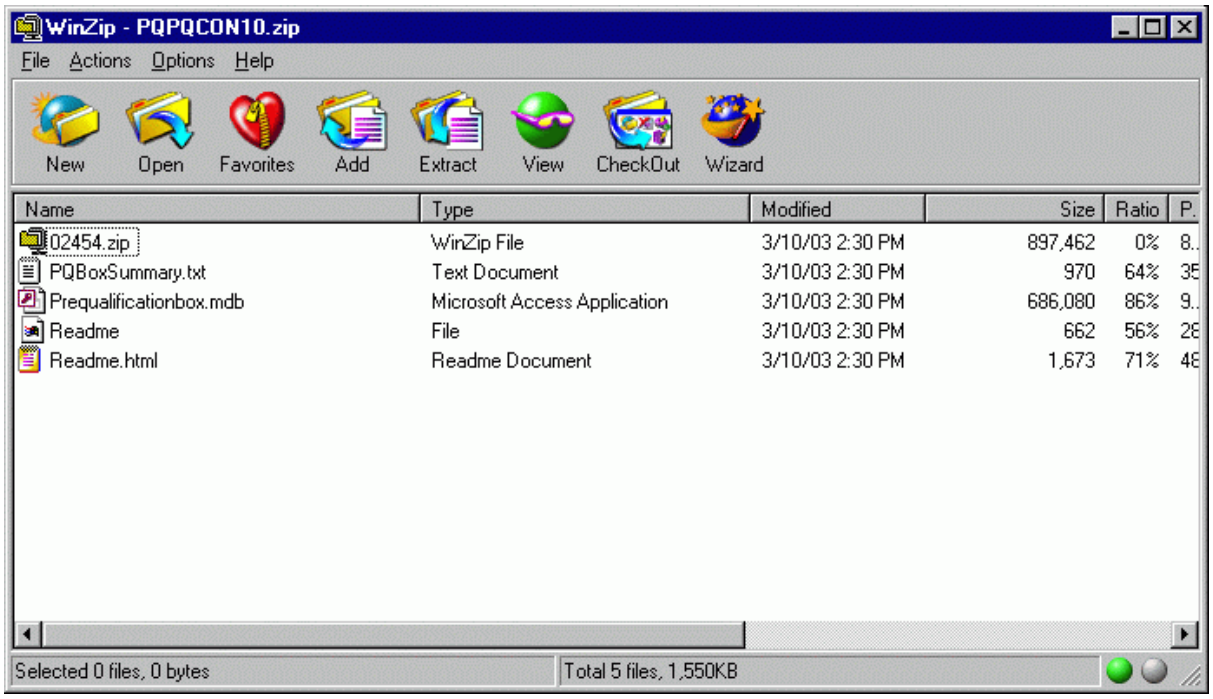




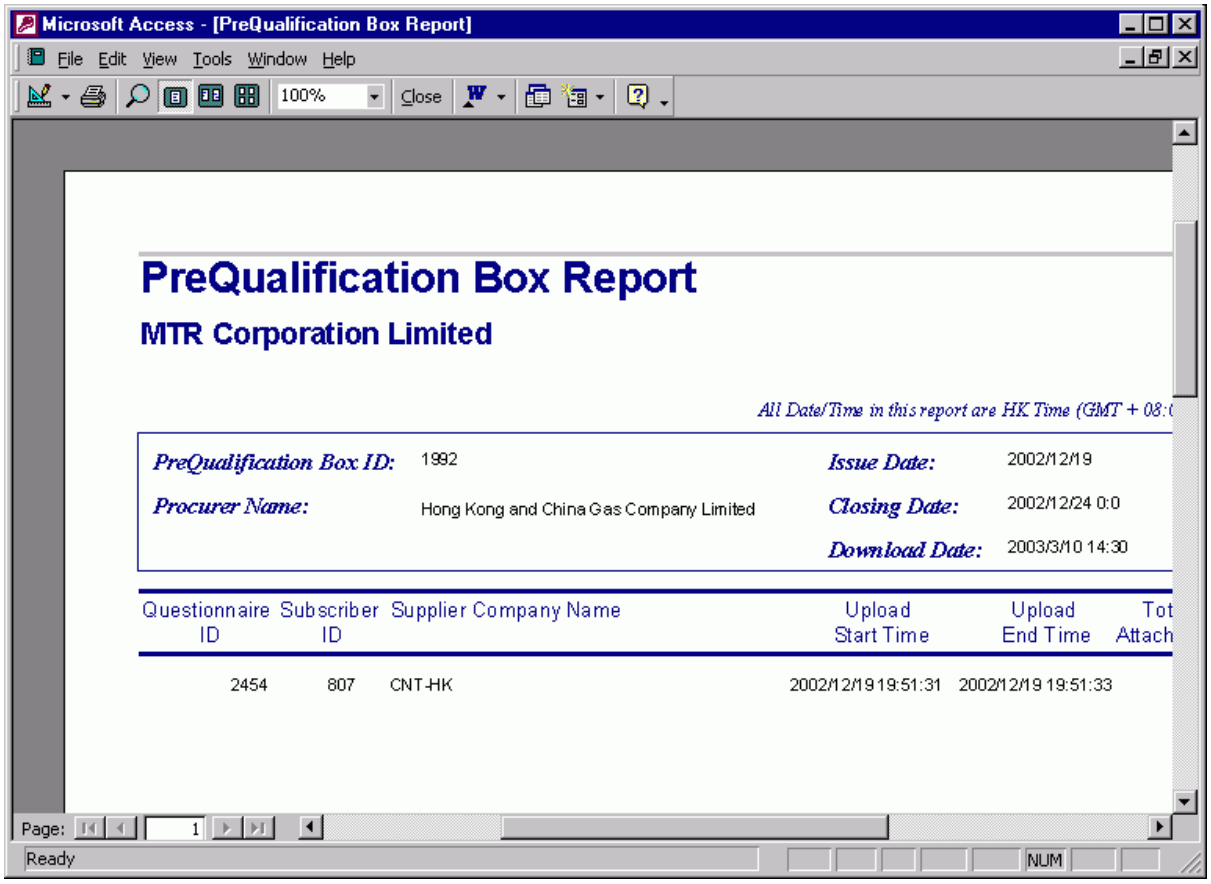
Once the download is completed, user can unzip the PQ attachment.



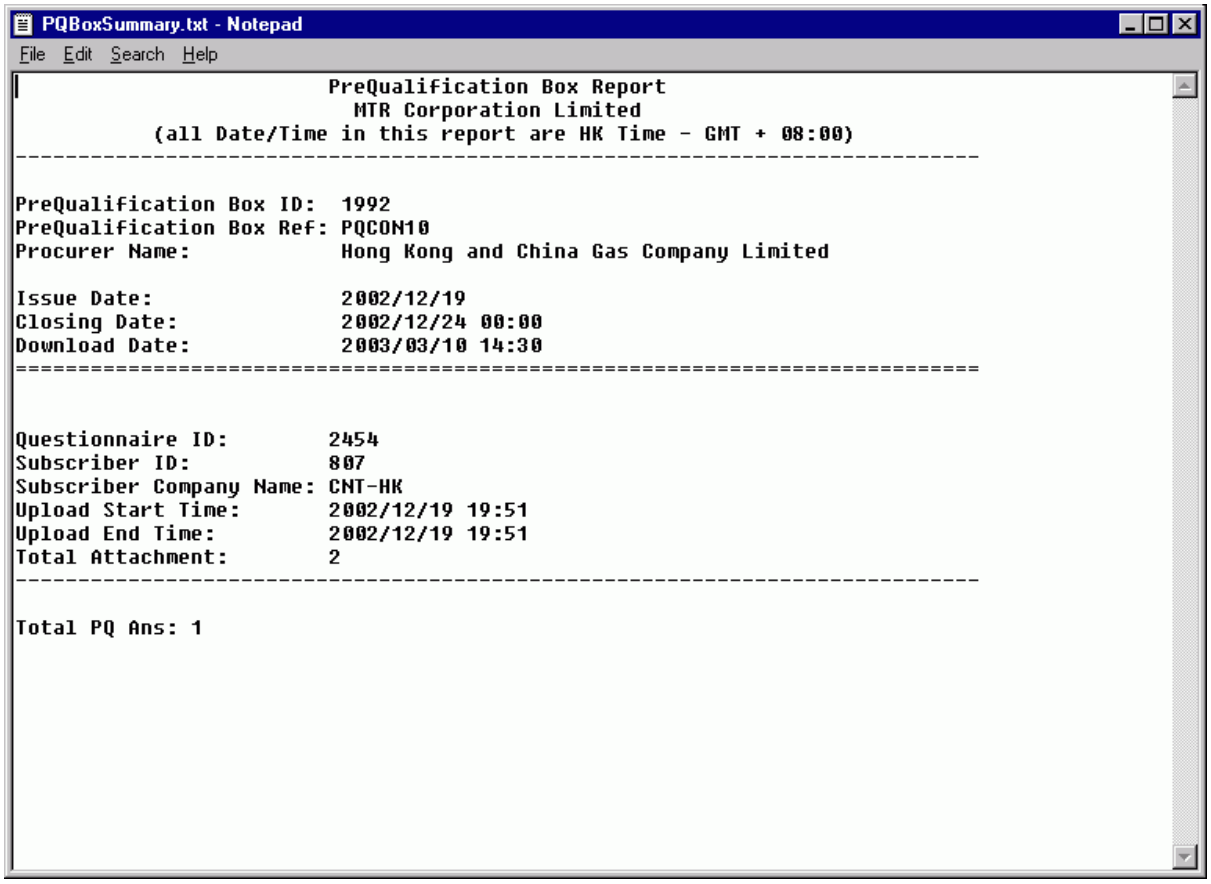
Step 5. Find the .zip file in the hard disk and unzip all the files.


WinZip - PQPQCON10.zip
File Actions Options Help
New Open Favorites Add Extract View CheckOut Wizard
Name Type Modified Size Ratio
02454.zip WinZip File 3/10/03 2:30 PM 897,462 0%
PQBoxSummary.txt Text Document 3/10/03 2:30 PM 970 64%
Prequalificationbox.mdb Microsoft Access Application 3/10/03 2:30 PM 686,080 86%
Readme File 3/10/03 2:30 PM 662 56%
Readme.html Readme Document 3/10/03 2:30 PM 1,673 71%
Selected 0 files, 0 bytes
Total 5 files, 1,550KB

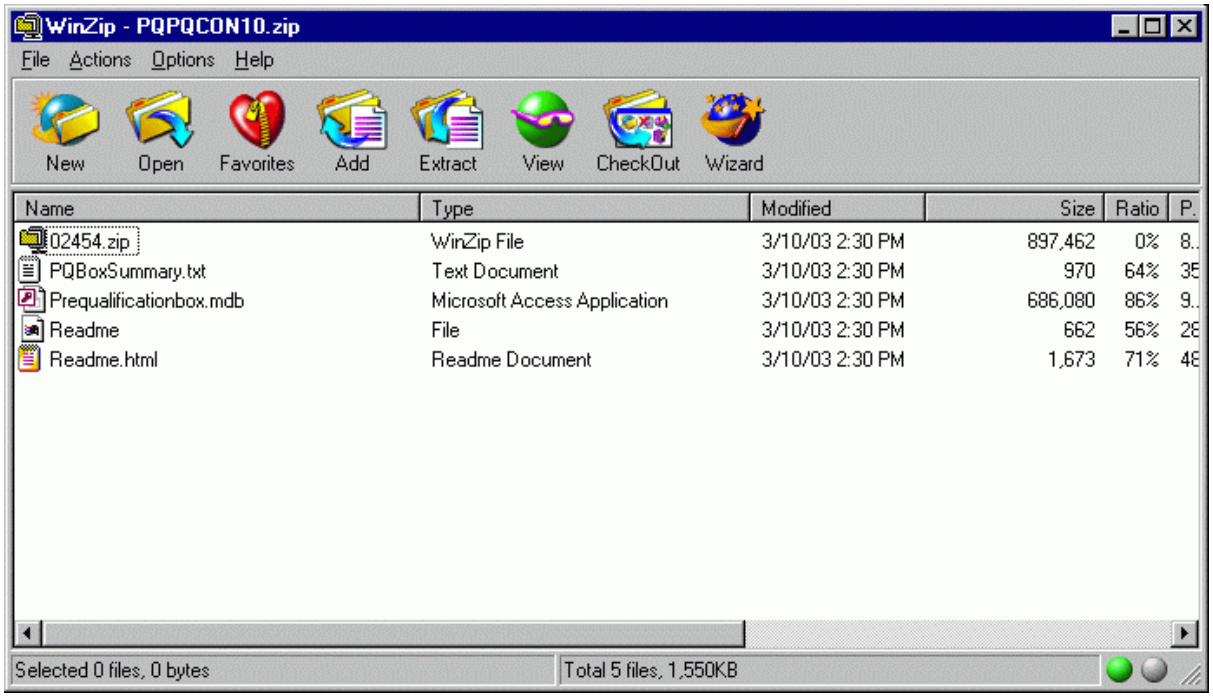
Step 6. Open the “Prequalificationbox.mdb” by MS Access.



Step 7. Open “PQBoxSummary.txt” to have a quick view on the PQ box report.


PQBoxSummary.txt - Notepad
File Edit Search Help
PreQualification Box Report
MTR Corporation Limited
(all Date/Time in this report are HK Time - GMT + 08:00)
PreQualification Box ID: 1992
PreQualification Box Ref: PQCON10
Procurer Name: Hong Kong and China Gas Company Limited
Issue Date: 2002/12/19
Closing Date: 2002/12/24 00:00
Download Date: 2003/03/10 14:30
Questionnaire ID: 2454
Subscriber ID: 807
Subscriber Company Name: CNT-HK
Upload Start Time: 2002/12/19 19:51
Upload End Time: 2002/12/19 19:51
Total Attachment: 2
Total PQ Ans: 1

Step 8. Find the corresponding .zip files and unzip them to read the attachment files sent by each contractor.

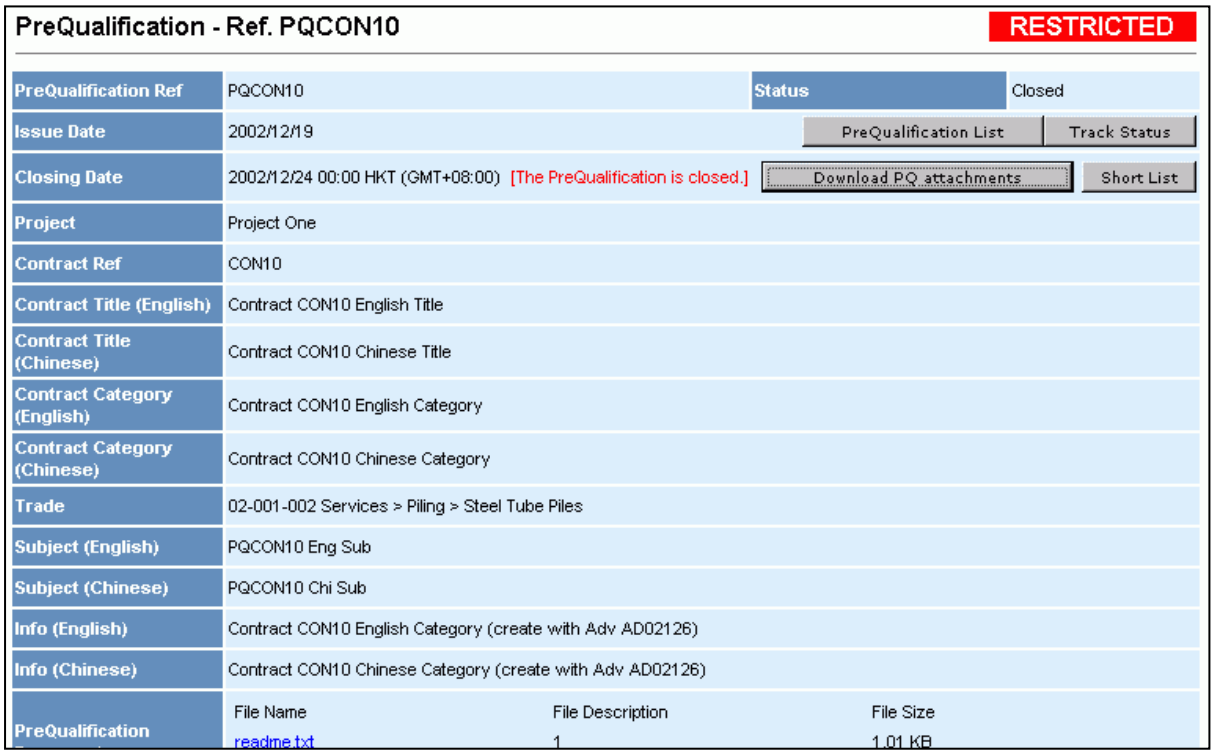

WinZip - PQPQCON10.zip
File Actions Options Help
New Open Favorites Add Extract View CheckOut Wizard
Name Type Modified Size Ratio
02454.zip WinZip File 3/10/03 2:30 PM 897,462 0%
PQBoxSummary.txt Text Document 3/10/03 2:30 PM 970 64%
Prequalificationbox.mdb Microsoft Access Application 3/10/03 2:30 PM 686,080 86%
Readme File 3/10/03 2:30 PM 662 56%
Readme.html Readme Document 3/10/03 2:30 PM 1,673 71%
Selected 0 files, 0 bytes
Total 5 files, 1,550KB

I. Shortlist Tenderer List

After assessment of the PQ submissions, the prequalified contractors can be shortlisted.

Step 1. Search the PQ and find the required PQ under Search PreQualification (Please refer to Section D Step 1-2).

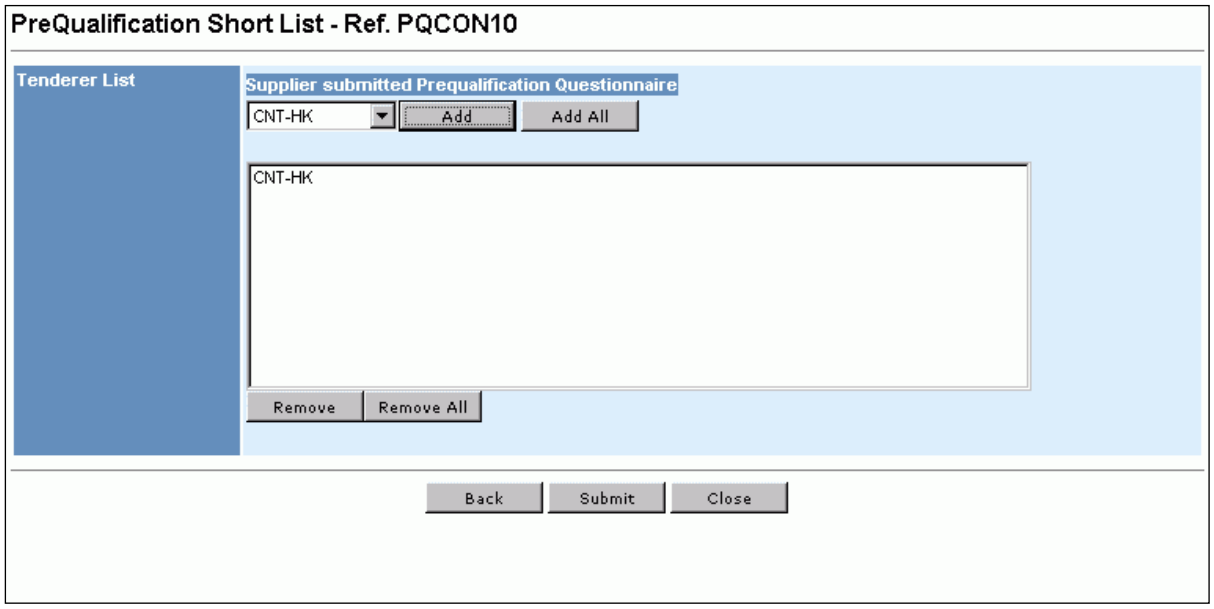
Step 2. Press "Short List" button to select list of prequalified contractors. This button is controlled by the access right of "Short List for Tender" under "PQ Box".



PreQualification - Ref. PQCON10 RESTRICTED

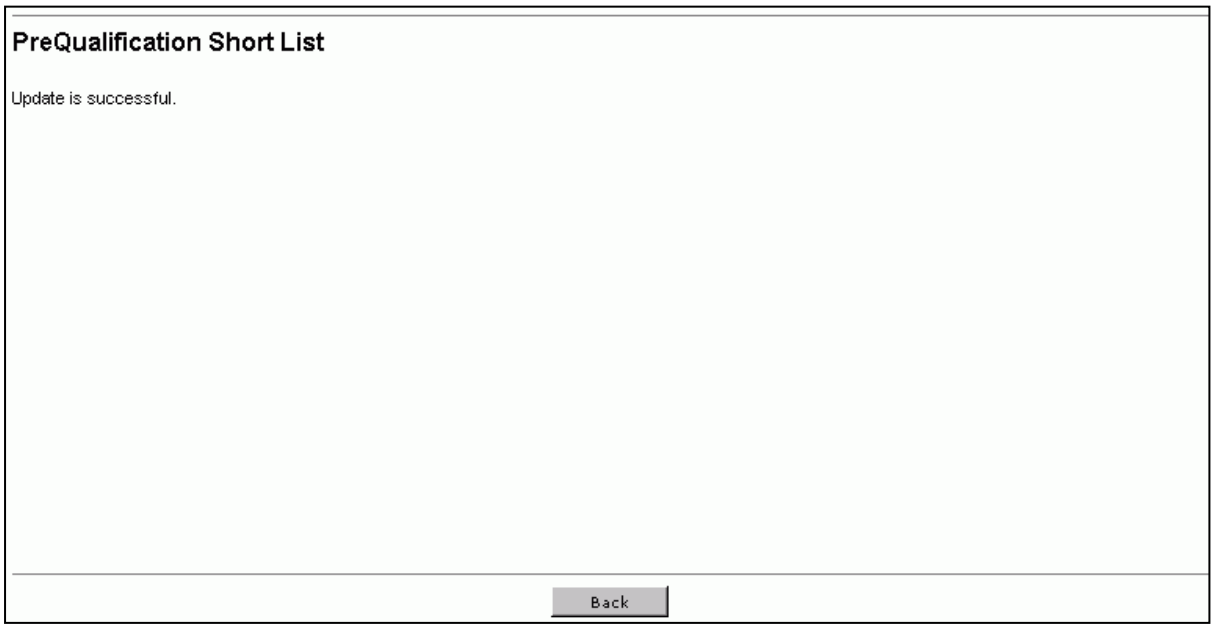
PreQualification Ref	PQCON10	Status	Closed
Issue Date	2002/12/19	PreQualification List / Track Status	
Closing Date	2002/12/24 00:00 HKT (GMT+08:00) [The PreQualification is closed.]	Download PQ attachments / Short List	
Project	Project One		
Contract Ref	CON10		
Contract Title (English)	Contract CON10 English Title		
Contract Title (Chinese)	Contract CON10 Chinese Title		
Contract Category (English)	Contract CON10 English Category		
Contract Category (Chinese)	Contract CON10 Chinese Category		
Trade	02-001-002 Services > Piling > Steel Tube Piles		
Subject (English)	PQCON10 Eng Sub		
Subject (Chinese)	PQCON10 Chi Sub		
Info (English)	Contract CON10 English Category (create with Adv AD02126)		
Info (Chinese)	Contract CON10 Chinese Category (create with Adv AD02126)		
PreQualification	File Name: readme.txt	File Description: 1	File Size: 1.01 KB

Step 3. Select the contractor for shortlisting and click "Add" or click "Add All" button to select all contractors submitted PQ questionnaires. To remove contractor listed in the shortlist, highlight a contractor name in the grid then click the "Remove" button. To remove all contractors listed in the shortlist, click the "Remove All" button.



Step 4. Press “Submit” button to confirm.

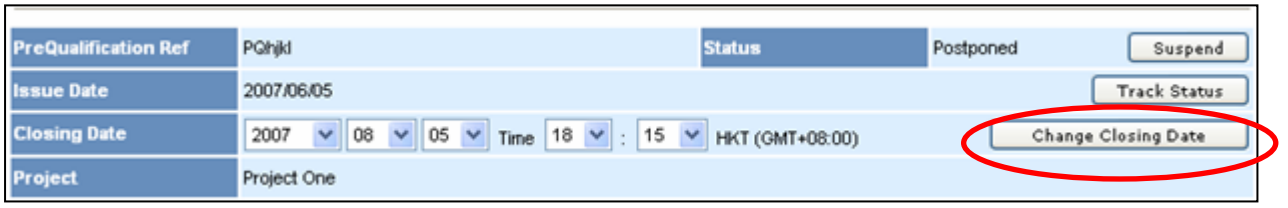
Step 5. An acknowledgement message will be shown and email notification for shortlisting will be sent to successful contractors for the PreQualification as selected in Step 3 above. Email notification of regret letter will also be sent to unsuccessful contractors, who have submitted PQ via the system. (Note: For those contractors submitted PQ by paper submission, notification should be prepared manually.)



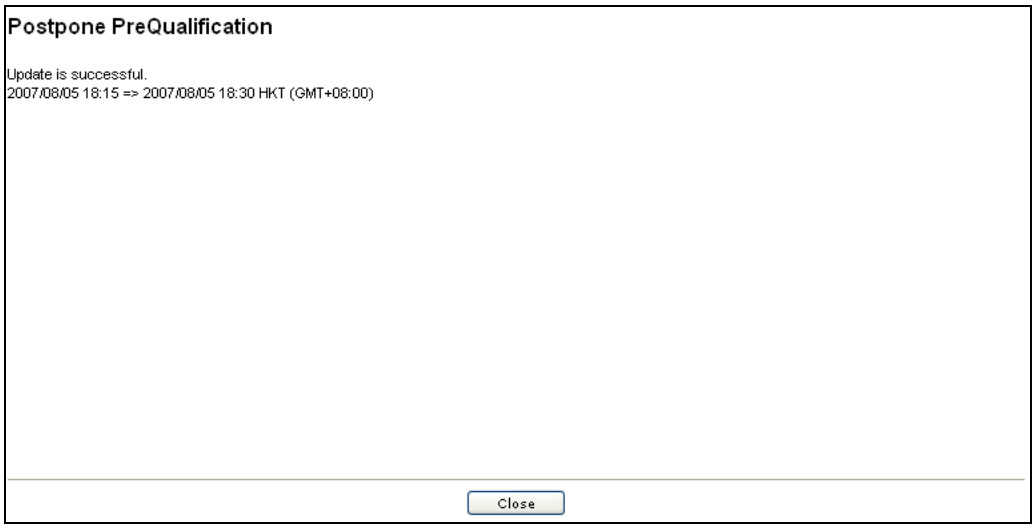
J. Postpone PreQualification Closing Date

Step 1. Search the PQ and click the specific PQ Ref. (Please refer to Section D Step 1-2).

Step 2. Input the new closing date/time of the PQ, and click “Change Closing Date” button. This button is controlled by the access right of “Postpone” under “PQ Notice”.



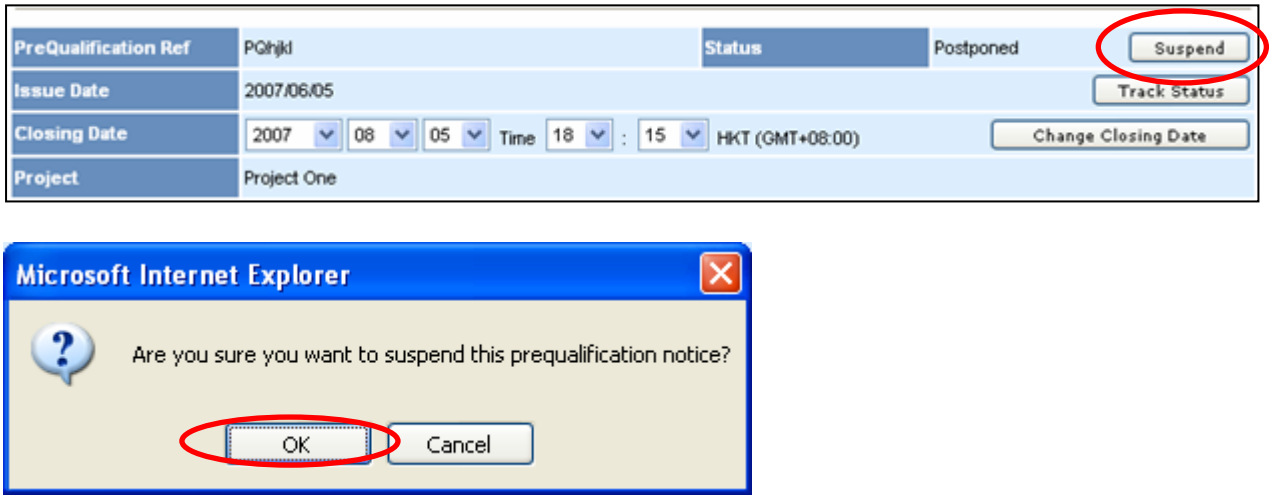
Step 3. An acknowledgement message will be shown and email notification will be sent out to the selected contractors in the prequalification list for “restricted” PQ and to all contractors of approved or expired status for “open” PQ.



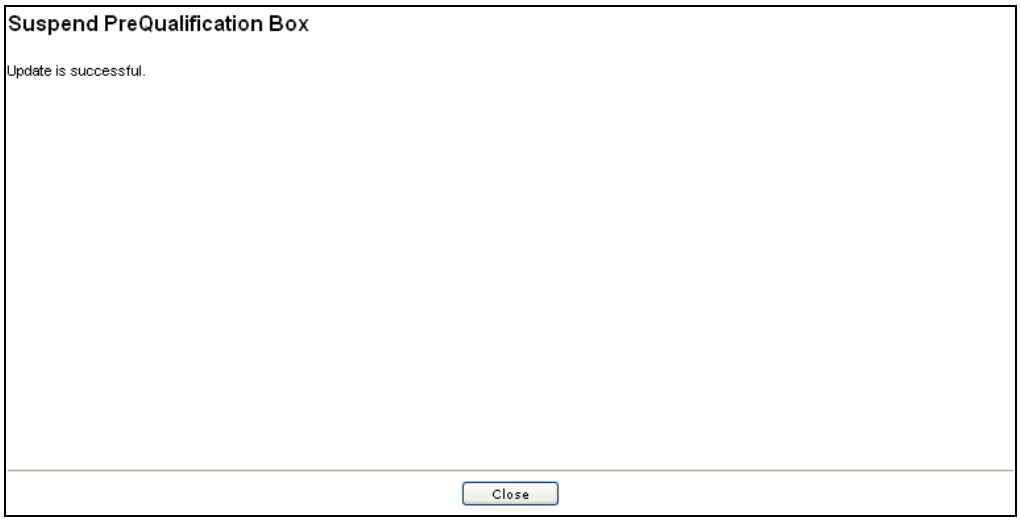
K. Suspend PreQualification

Step 1. Search the PQ and click the specific PQ Ref. (Please refer to Section D Step 1-2).

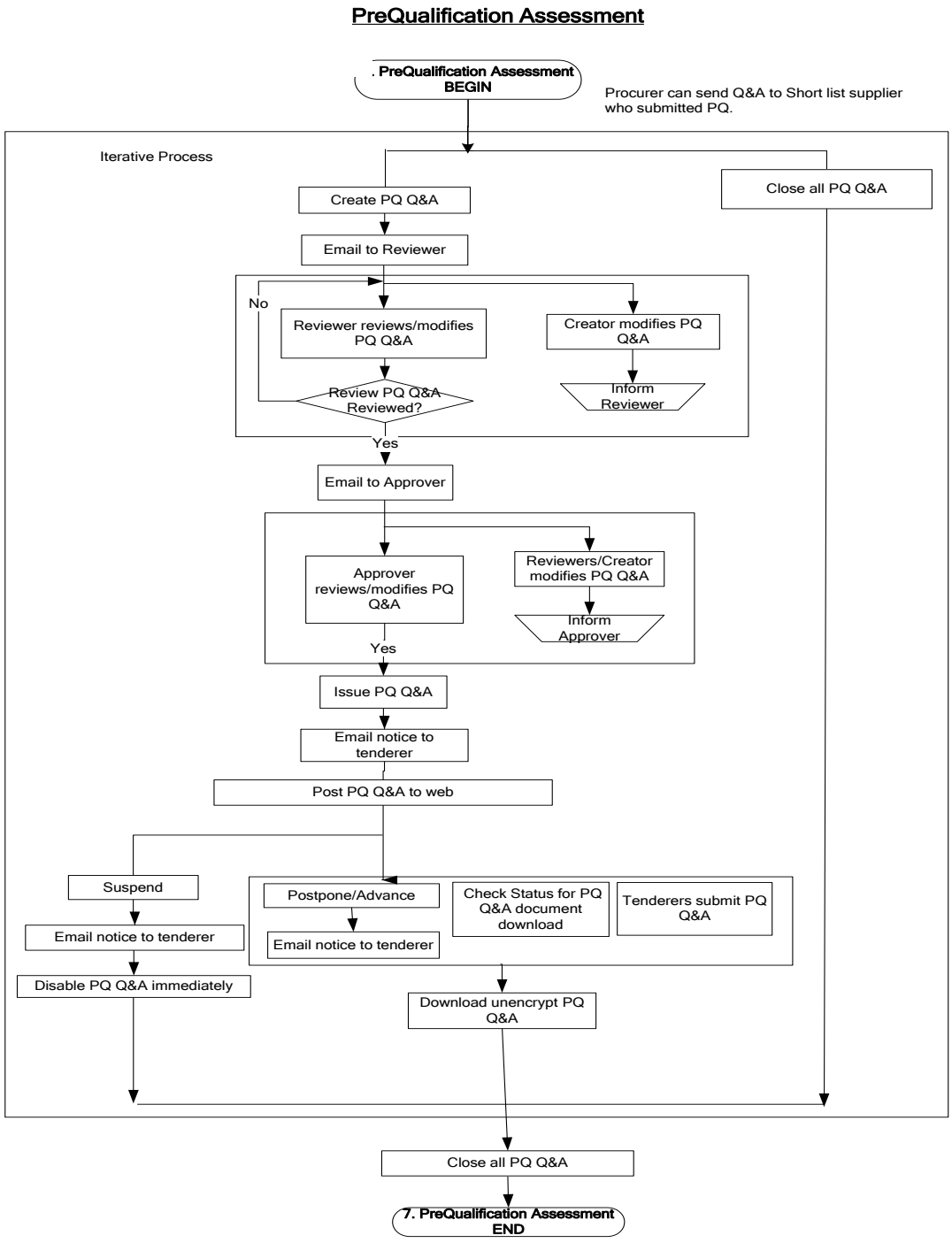
Step 2. Click “Suspend” button, and click “OK” for the suspension confirmation. This button is controlled by the access right of “Suspend” under “PQ Notice”.



Step 3. An acknowledgement message will be shown and email notification will be sent out to the selected contractors in the prequalification list for “restricted” PQ and to all contractors of approved or expired status for “open” PQ.



VII. PreQualification Assessment



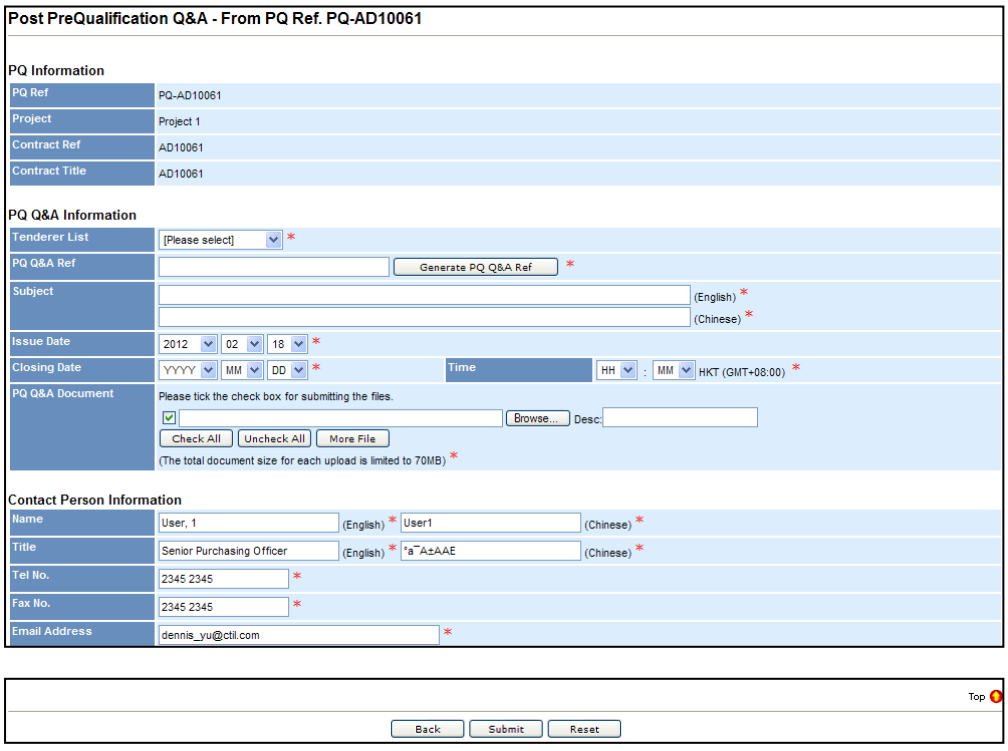
A. Post PreQualification Q&A

Step 1. Find a PQ which has been closed and press “Post PQ Q&A” button in the PQ notice. The Post PQ Q&A function is controlled by the access right of “Post” under “New PQ Q&A”.

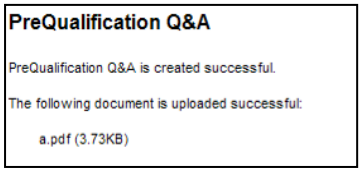
Step 2. Post PQ Q&A information.

- Input Q&A Ref or generate it by the system automatically.
- Input Q&A subject.
- Assign issue date, closing date & time (Q&A closing date can only be modified by the approver assigned for the project when the status of the Q&A notice = Reviewed).
- Select only ONE tenderer who has submitted the PQ offer.
- Upload Q&A document file(s) – Press “More File” for multiple files.
- Note that only those files with a checked check box will be uploaded.

Step 3. Press “Submit” button to confirm.



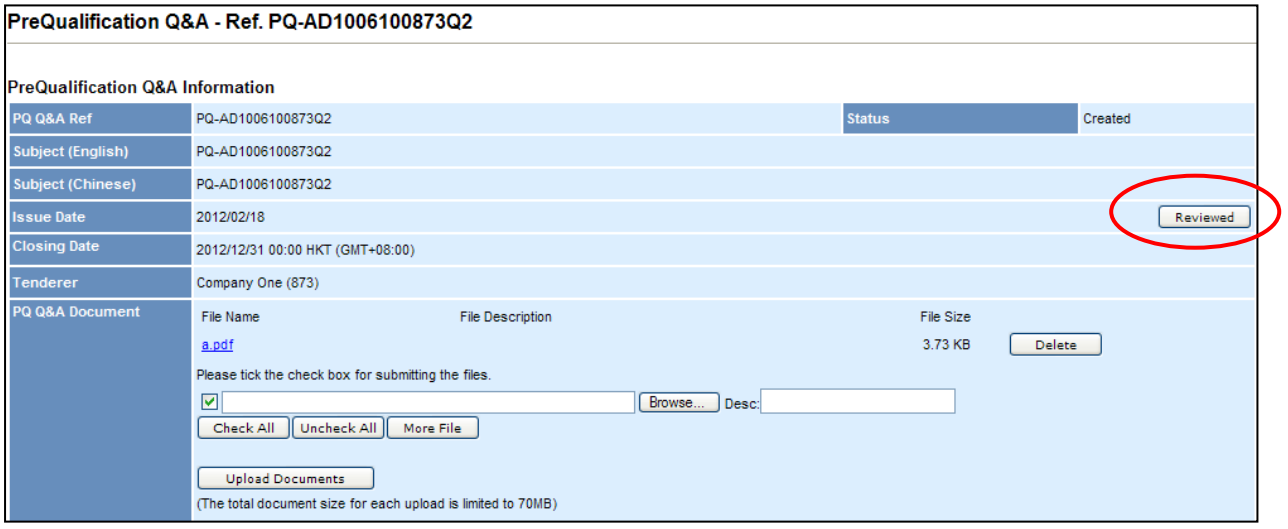
Step 4. An acknowledgement message will be shown. An email notification will be sent to the reviewer assigned for the project.

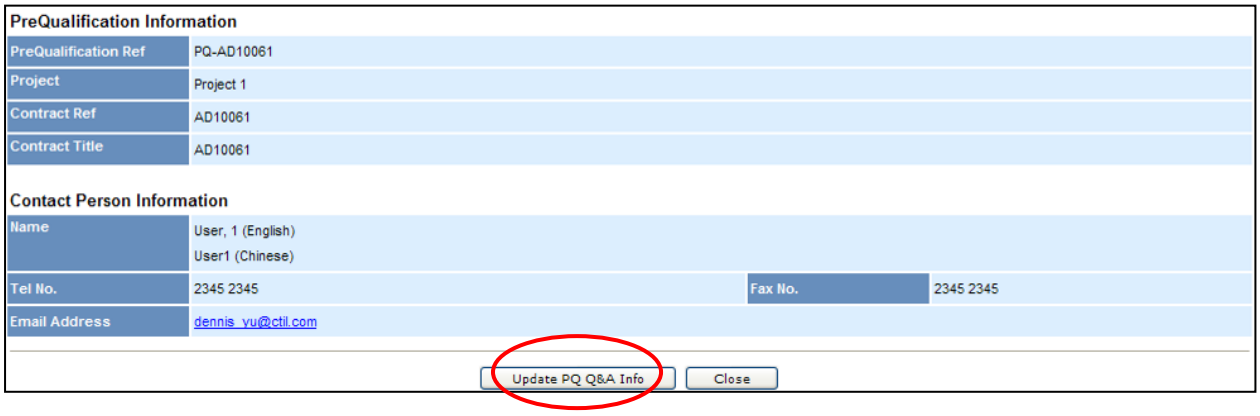


B. Review PreQualification Q&A

Step 1. Search the PQ Q&A by clicking “Search PQ Q&A” under “Q&A” on the top menu.

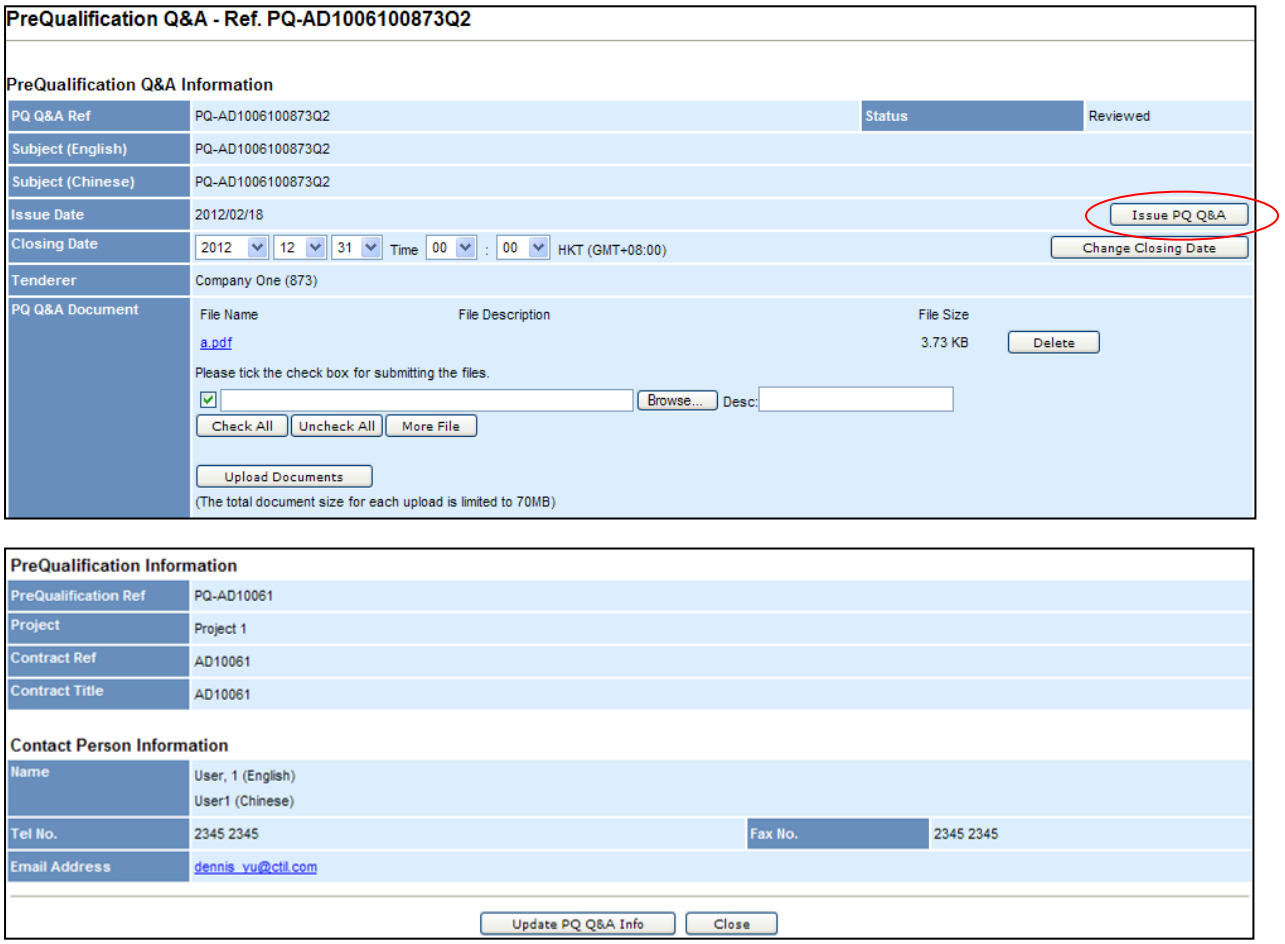
Step 2. Check the details. Press “Update PQ Q&A Info” button to amend details, if needed. Alternatively, the Reviewer can inform the Creator manually to amend the details. Check the details and press “Reviewed” button to review. An email notification will be sent to the approver assigned for the project. This button is controlled by the access right of “Review” under “New PQ Q&A”.





C. Issue PreQualification Q&A

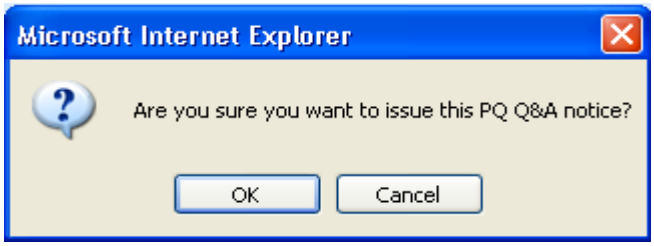
Step 1. Search the PQ Q&A and find the specific PQ Q&A.



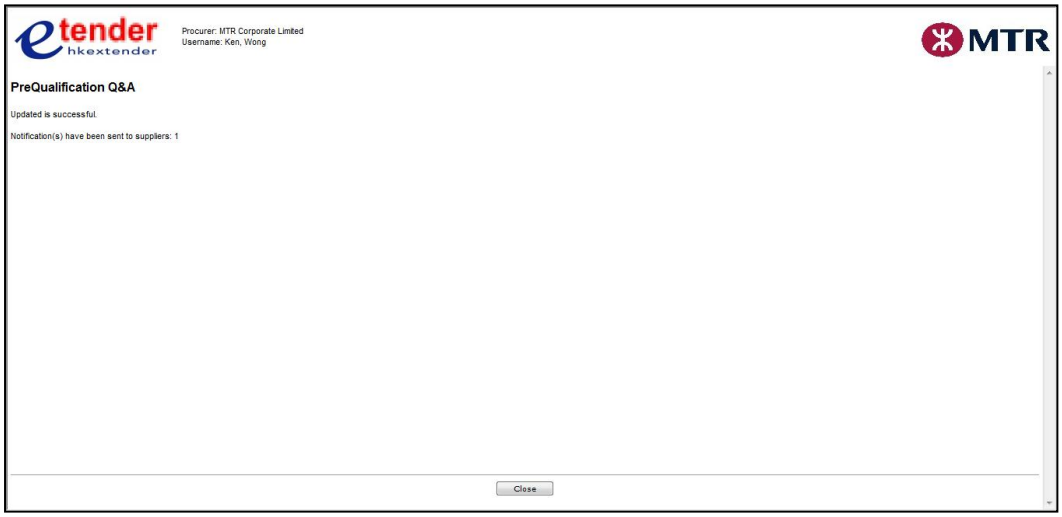
Step 2. Check the details and follow Step 2 of Section B to amend details of PQ Q&A if required.

Step 3. After checking the details, press the "Issue PQ Q&A" button to approve the PQ Q&A. If the PQ Q&A is created successfully, an acknowledgement message will be shown and email will be sent to the selected tenderer. This button is controlled by the access right of "Issue PQ Q&A" under "New PQ Q&A". Before the "Issue PQ Q&A" button is pressed, PQ Q&A closing time can also be changed by inputting the new closing time and then clicking "Change Closing Date" button.

Step 4. Click "OK" to confirm or "Cancel" to return to the PQ Q&A notice.



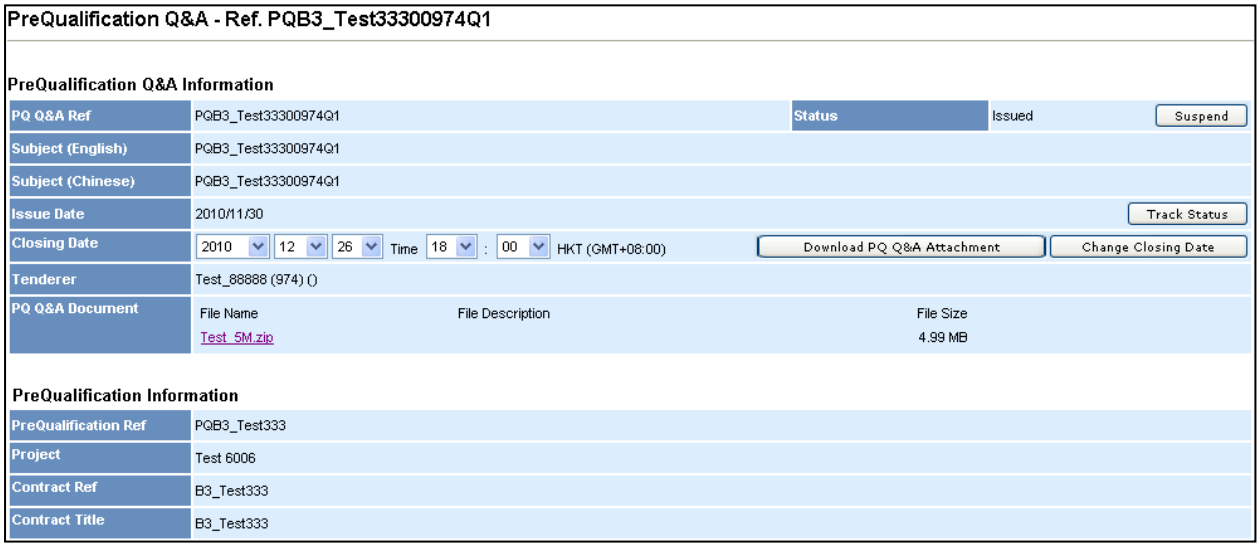
Step 5. An acknowledgement message will be shown and click “Close” to exit.

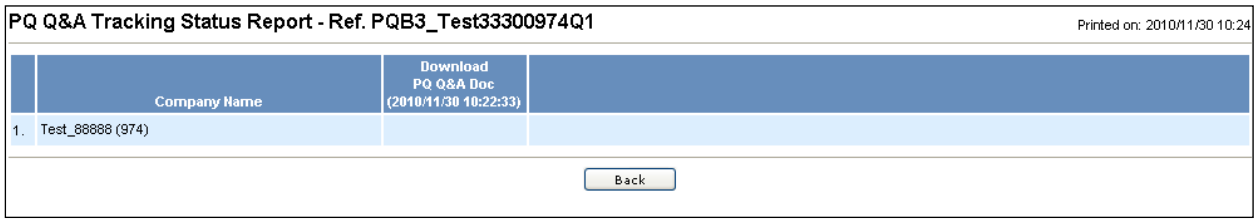


D. Maintain PreQualification Q&A

Step 1. Search the PQ Q&A and find the specific PQ Q&A.

Step 2. Press "Track Status" to view current status. This button is controlled by the access right of "Check Status" under "PQ Q&A Notice".





Step 3. Press "Suspend" button to suspend PQ Q&A when necessary. This button is controlled by the access right of "Suspend" under "PQ Q&A Notice". If the "Suspend" button is pressed, email will be sent to the selected tenderer.

Step 4. Change closing date/time and press "Change Closing Date" button to either advance or postpone the closing date/time. The closing date/time must be later than the current date/time. If the closing date/time has been changed, email will be sent to the selected tenderer. This button is controlled by the access right of "Postpone" under "PQ Q&A Notice".

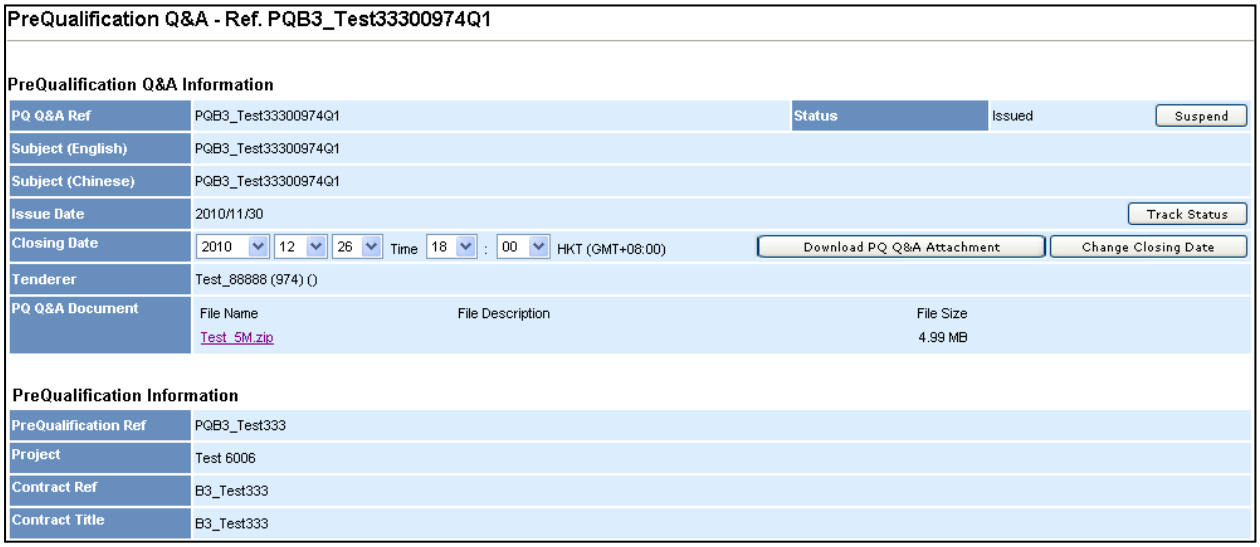
E. Download PreQualification Q&A Attachments

User can download PQ Q&A Attachment at anytime even when the PQ Q&A has not been closed.

Step 1. Search the PQ Q&A and find the specific PQ Q&A.

Step 2. Click “Download PQ Q&A Attachment” button. This button is controlled by the access right of “Download PQ Q&A Box” under “PQ Q&A Box”.

Step 3. Choose file location to save the PQ Q&A Attachment to the local hard disk.

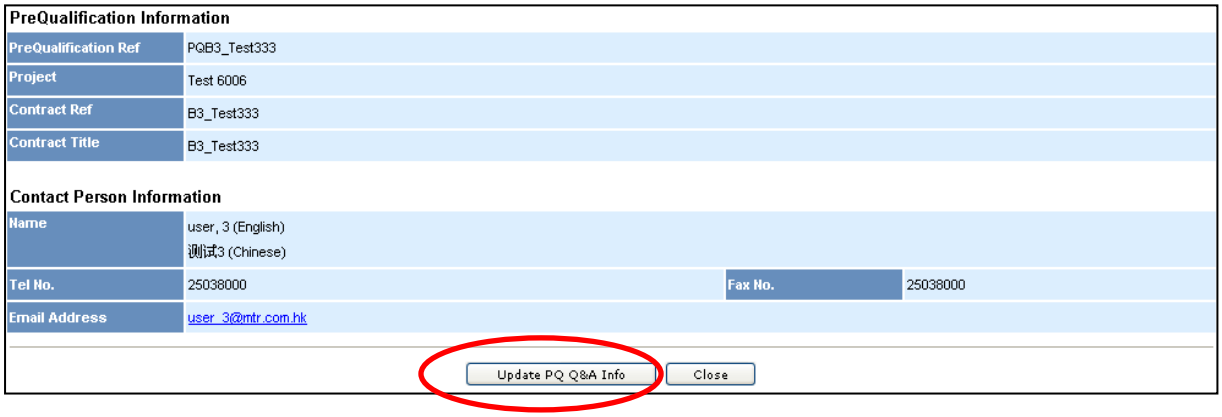


Step 4. Open the file to view contents.

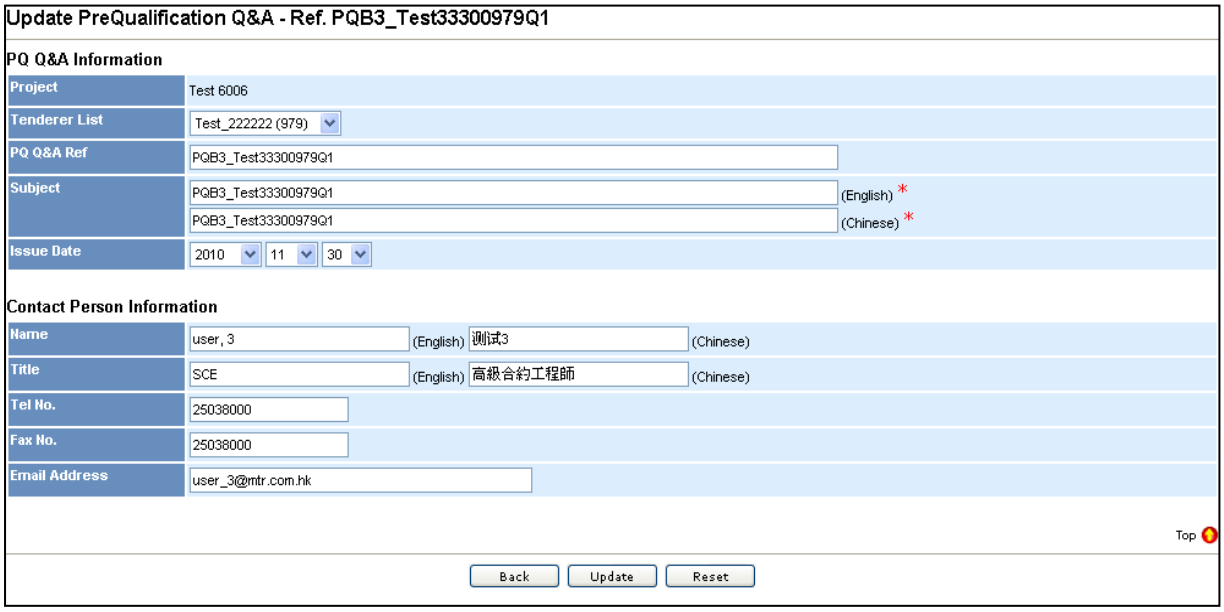
F. Modify PreQualification Q&A

This function could be applied to PQ Q&A before issuing to the selected tenderer. Also it is controlled by the access right of "Post", "Review" or "Issue PQ Q&A" under "New PQ Q&A".

Step 1. Search the PQ Q&A and find the specific PQ Q&A.



Step 2. Click "Update PQ Q&A Info" button. Modify the PQ Q&A information as required.



Step 3. Click "Update" to update the information of PQ Q&A. An acknowledgement message will be shown and click "Close" to exit.

Update PreQualification Q&A

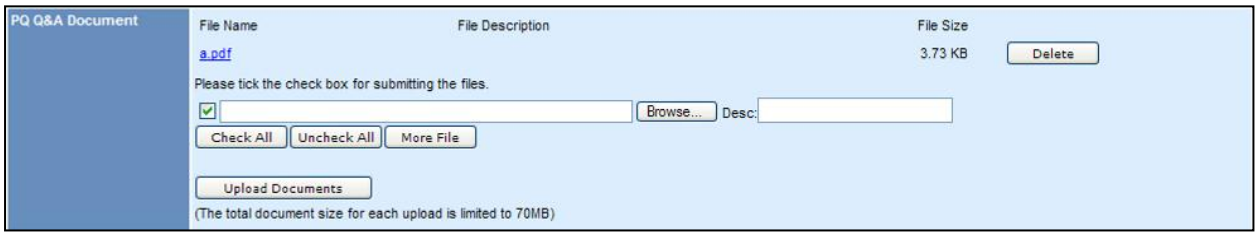
PQ Q&A updated is successful.

PQ Q&A Reference: PQB3_Test33300974Q2

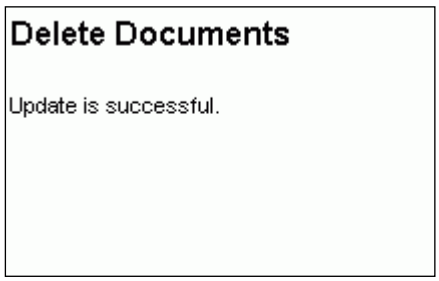
G. Modify PreQualification Q&A Documents

This function could be applied to PQ Q&A before issuing to the tenderer. Also it is controlled by the access right of "Post", "Review" or "Issue PQ Q&A" under "New PQ Q&A".

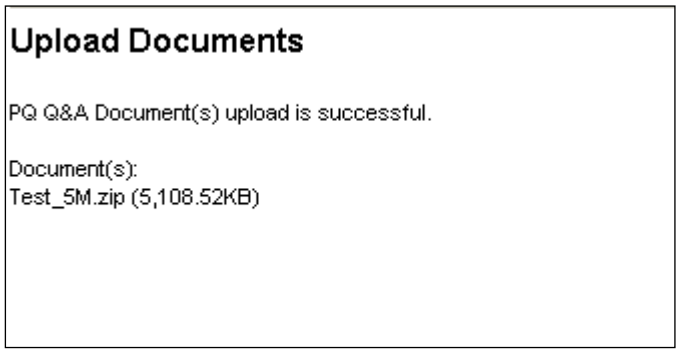
Step 1. Search the PQ Q&A and find the specific PQ Q&A.



Step 2. To delete a PQ Q&A document, press "Delete" button. Then acknowledgement would be shown as below.



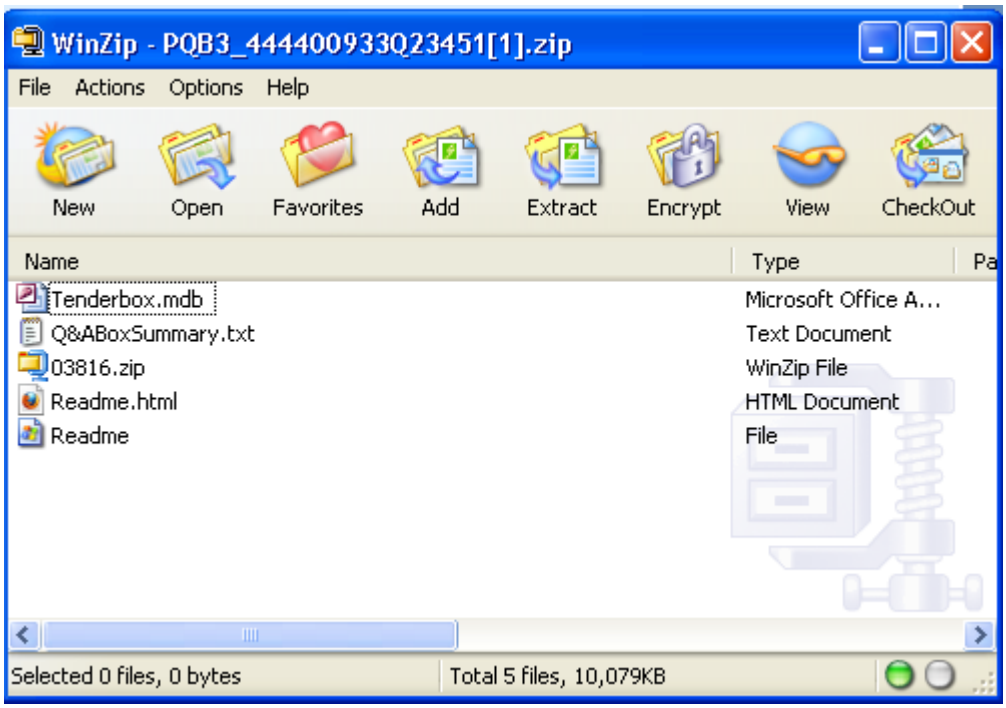
Step 3. To add more documents, press the "Browse" button and search for the file to be uploaded. The check box in front of the file has to be checked in order to be uploaded to sever. Then press "Upload Documents" after finished selecting files. The acknowledgement would be shown as below.



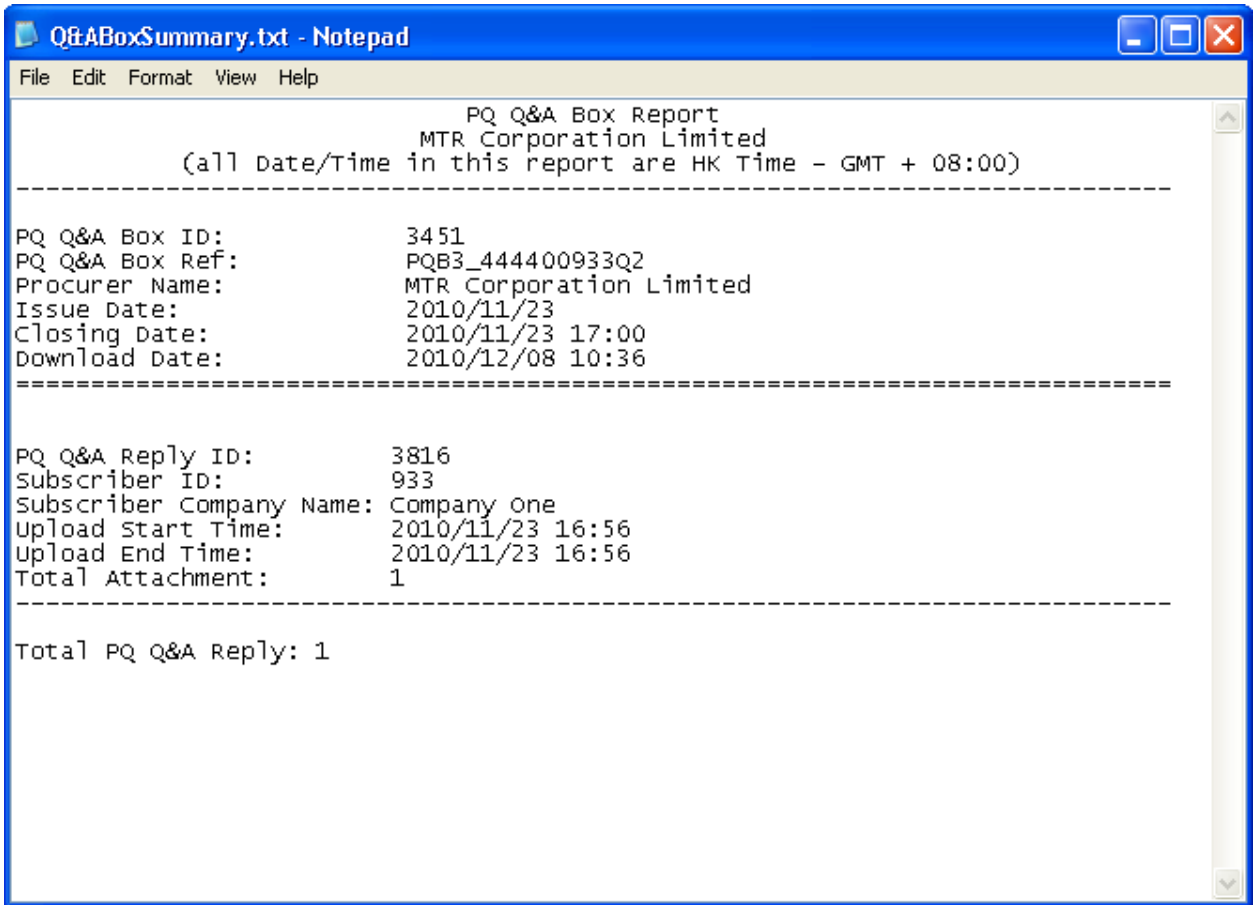
Note: File description can be modified by uploading the same file with new file description.

H. Open PreQualification Q&A

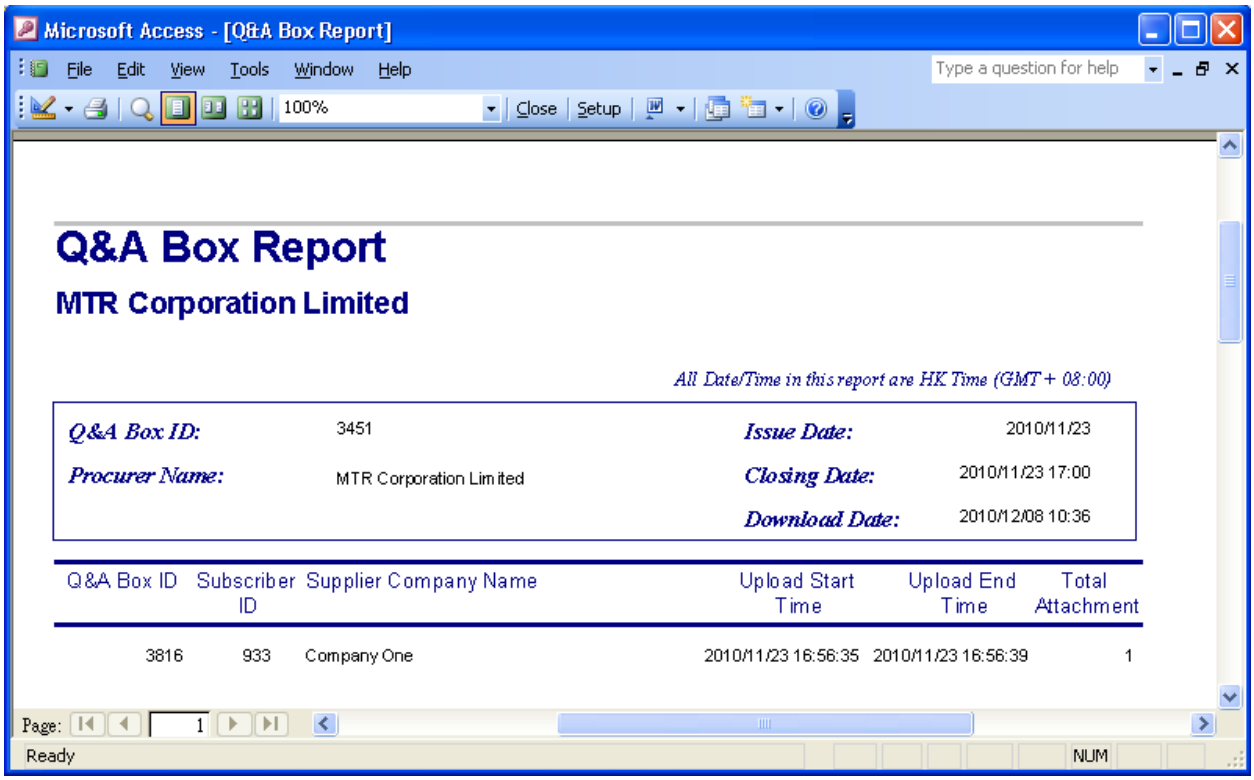
Step 1. Open the zipped file of the PQ Q&A downloaded.



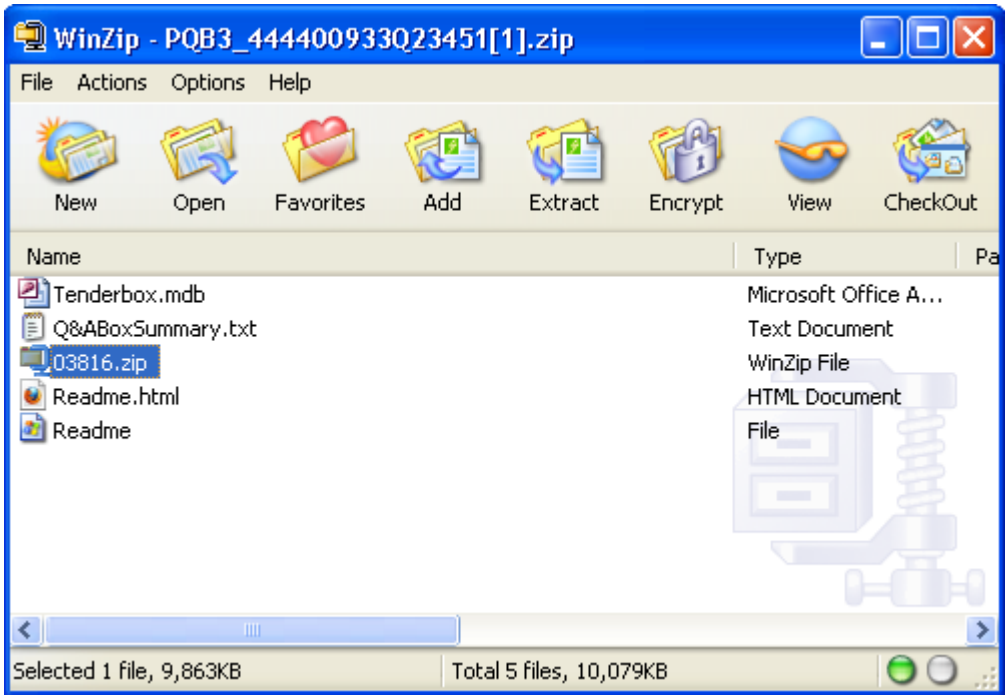
Step 2. Open the "Q&AboxSummary.txt" to view the PQ Q&A Box Report.


Q&ABoxSummary.txt - Notepad
File Edit Format View Help
PQ Q&A Box Report
MTR Corporation Limited
(all Date/Time in this report are HK Time - GMT + 08:00)
PQ Q&A Box ID: 3451
PQ Q&A Box Ref: PQB3_444400933Q2
Procurer Name: MTR Corporation Limited
Issue Date: 2010/11/23
Closing Date: 2010/11/23 17:00
Download Date: 2010/12/08 10:36
PQ Q&A Reply ID: 3816
Subscriber ID: 933
Subscriber Company Name: Company One
Upload Start Time: 2010/11/23 16:56
Upload End Time: 2010/11/23 16:56
Total Attachment: 1
Total PQ Q&A Reply: 1

Step 3. Another way of viewing the PQ Q&A box report is to open the MS Access file "TenderBox.mdb".



Step 4. Select the PQ Q&A answers in the zip file and unzip to read the attachments.



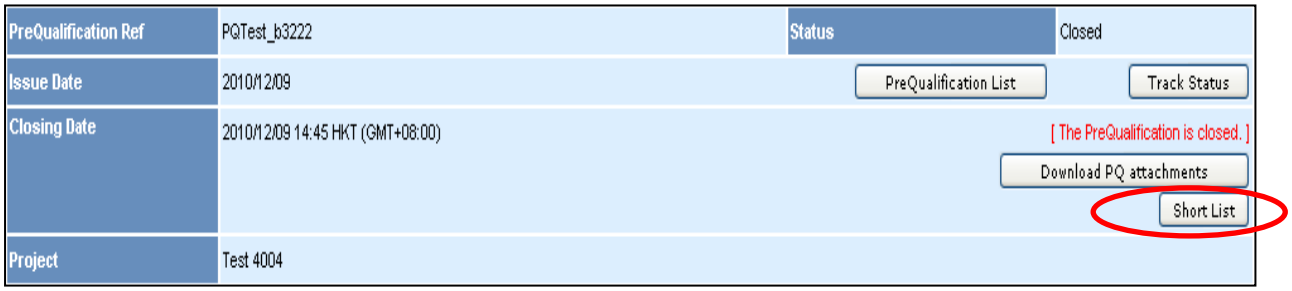
I. Close PreQualification Q&A

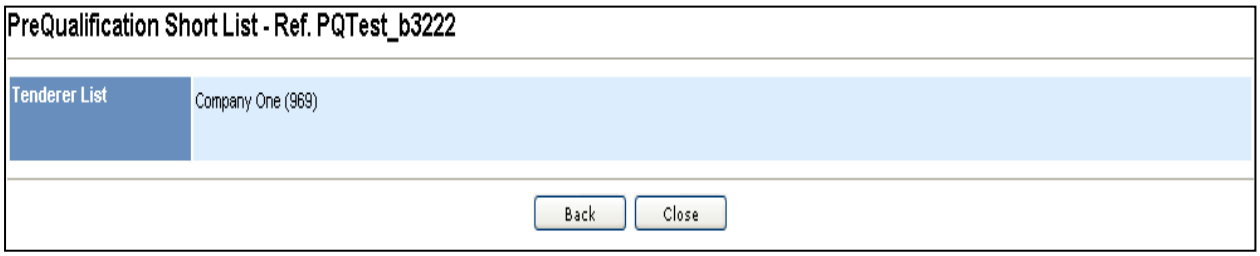
For PQ Q&A, tenderer can still submit response even after the PQ Q&A closing time is elapsed. To close the PQ Q&A, the "Short List" function as described below should be used.

Step 1. Search the PreQualification and select the specific PreQualification.

Step 2. Press "Short List" and confirm "OK" to continue. This function is controlled by the access right of "Short List for Tender" under "PQ Box". All the PQ Q&A, closing time of which has been elapsed, will be closed.

Note: All PQ Q&A will also be closed at the time when the Short List Notice is sent.





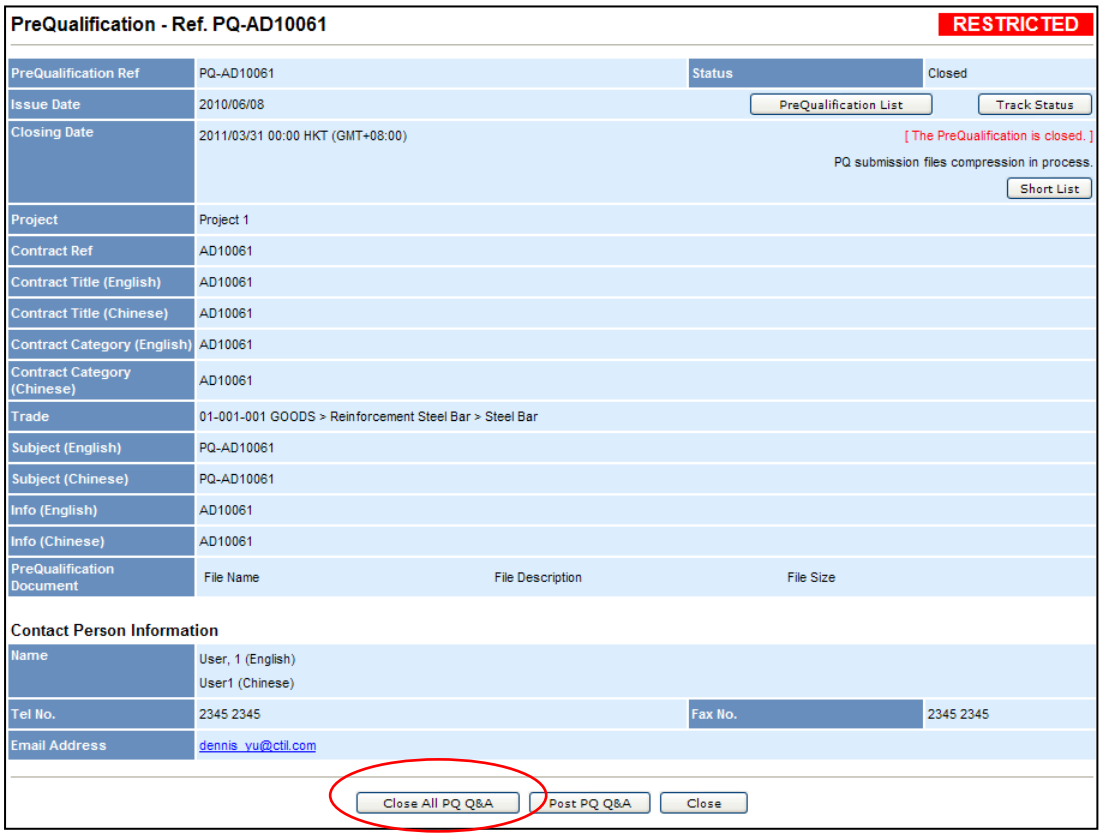
Note: After close PQ Q&A, no submission by tenderers allow and the PQ attachments still allow to download.

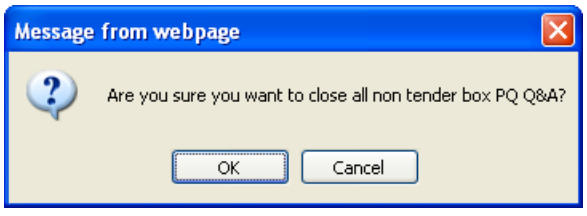
J. Close all PreQualification Non-Tender Box Q&A

For all PQ non-tender box Q&A, tenderer can still submit response even after the Q&A closing time is elapsed. To close the non-tender box Q&A, the "Close All PQ Q&A" function as described below should be used.

Step 1. Search the PreQualification and select the specific PreQualification.

Step 2. Press "Close All PQ Q&A" and confirm "OK" to continue. This function is controlled by the access right of "Short List for Tender" under "PQ Box". All the PQ non-tender box Q&A will be closed.

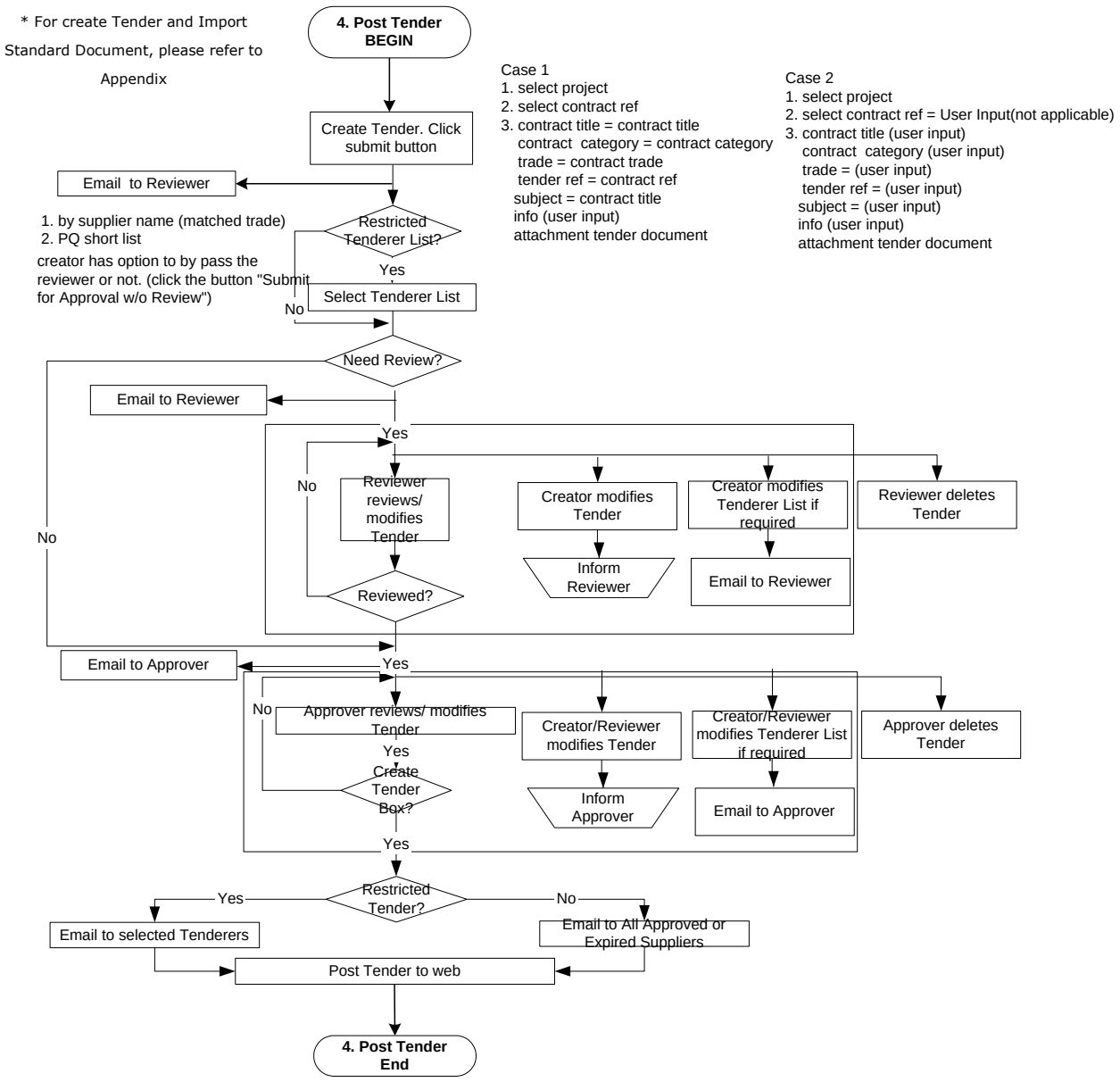




Note: All non-tender box Q&A will also be closed at the time when tenderers are short listed.

VIII. Post Tender Notice

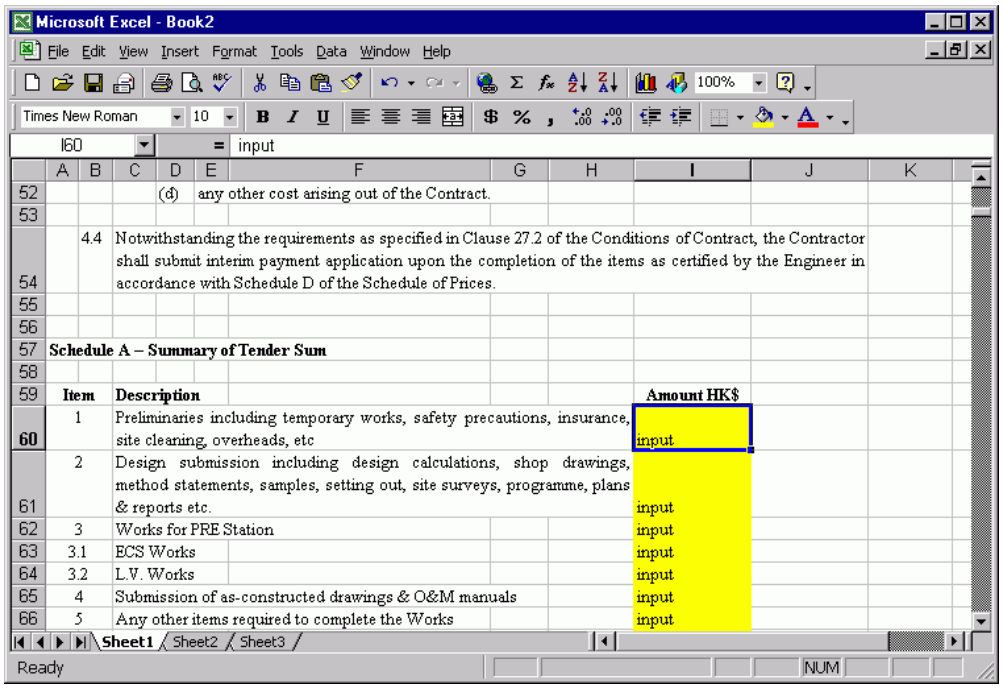
4. Post Tender



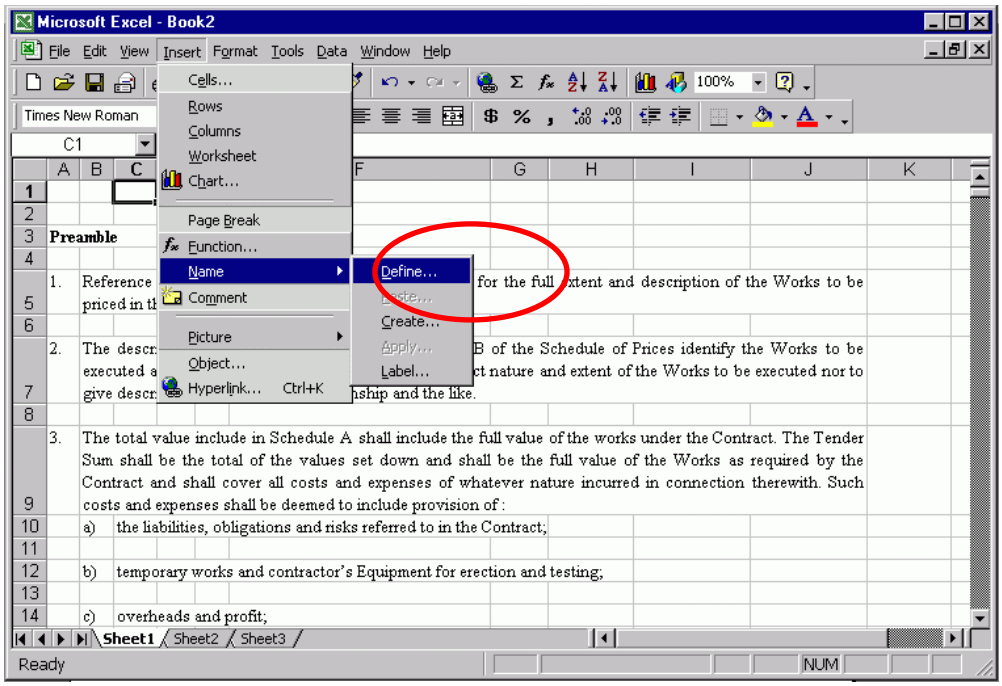
A. Prepare BQ and FOT Documents

Both BQ and FOT can be created similarly. Each BQ or FOT is allowed to setup with maximum 10 consecutive columns of labels and 10 consecutive columns of inputs. The steps of setup are shown as below:

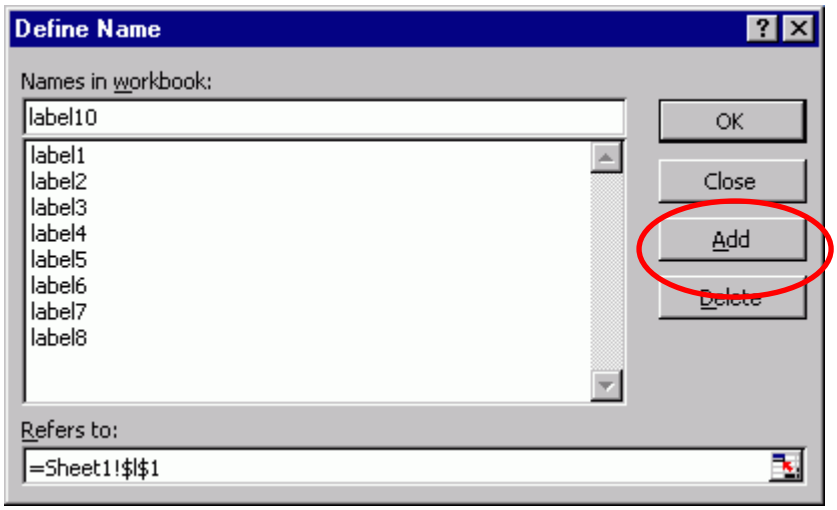
Step 1. Open the Excel program. Then type in all the statements and items for tenderers to fill in like below. All the shaded fields will be marked as the input fields.


Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Times New Roman 10
I60 = input
(d) any other cost arising out of the Contract.
4.4 Notwithstanding the requirements as specified in Clause 27.2 of the Conditions of Contract, the Contractor shall submit interim payment application upon the completion of the items as certified by the Engineer in accordance with Schedule D of the Schedule of Prices.
Schedule A – Summary of Tender Sum
Item Description Amount HK$
1 Preliminaries including temporary works, safety precautions, insurance, site cleaning, overheads, etc input
2 Design submission including design calculations, shop drawings, method statements, samples, setting out, site surveys, programme, plans & reports etc. input
3 Works for PRE Station input
3.1 ECS Works input
3.2 L.V. Works input
4 Submission of as-constructed drawings & O&M manuals input
5 Any other items required to complete the Works input
Sheet1 Sheet2 Sheet3
Ready
NUM

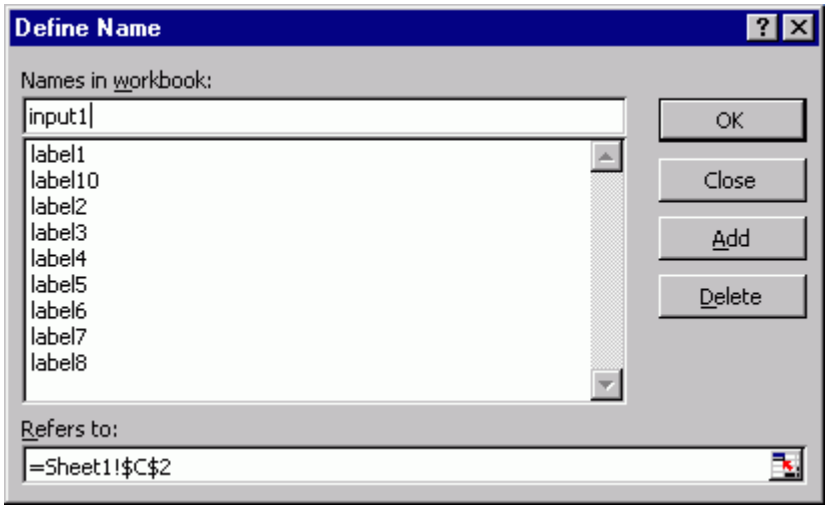
Step 2. Setup labels: Go to the top of BQ or FOT. Select one of the cells then define a name to the cell.


Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Cells...
Rows
Columns
Worksheet
Chart...
Page Break
Function...
Name
Comment
Picture
Object...
Hyperlink... Ctrl+K
Define...
Create...
Apply...
Label...
Times New Roman
C1
Preamble
1. Reference
priced in th
for the full extent and description of the Works to be
2. The descr
executed a
give descr
B of the Schedule of Prices identify the Works to be
ct nature and extent of the Works to be executed nor to
hship and the like.
3. The total value include in Schedule A shall include the full value of the works under the Contract. The Tender Sum shall be the total of the values set down and shall be the full value of the Works as required by the Contract and shall cover all costs and expenses of whatever nature incurred in connection therewith. Such costs and expenses shall be deemed to include provision of :
a) the liabilities, obligations and risks referred to in the Contract;
b) temporary works and contractor's Equipment for erection and testing;
c) overheads and profit;
Sheet1 Sheet2 Sheet3
Ready
NUM

Type in the name and select the cell "Refers to:" then click "Add". Repeat this step so that "label1" to "label10" are added.



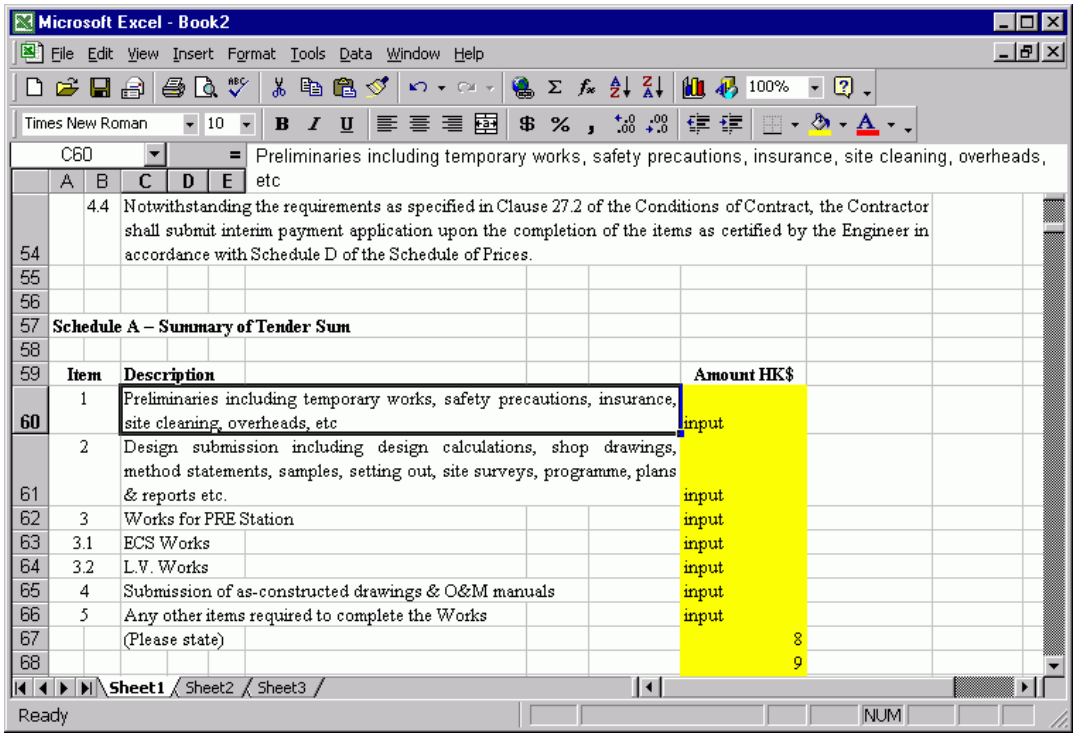
Step 3. Setup inputs: Go to the top of BQ or FOT. Select the cells below those are defined as label. Type in the name "input1", then click "Add". Repeat this step so that "input1" to "input10" are added.



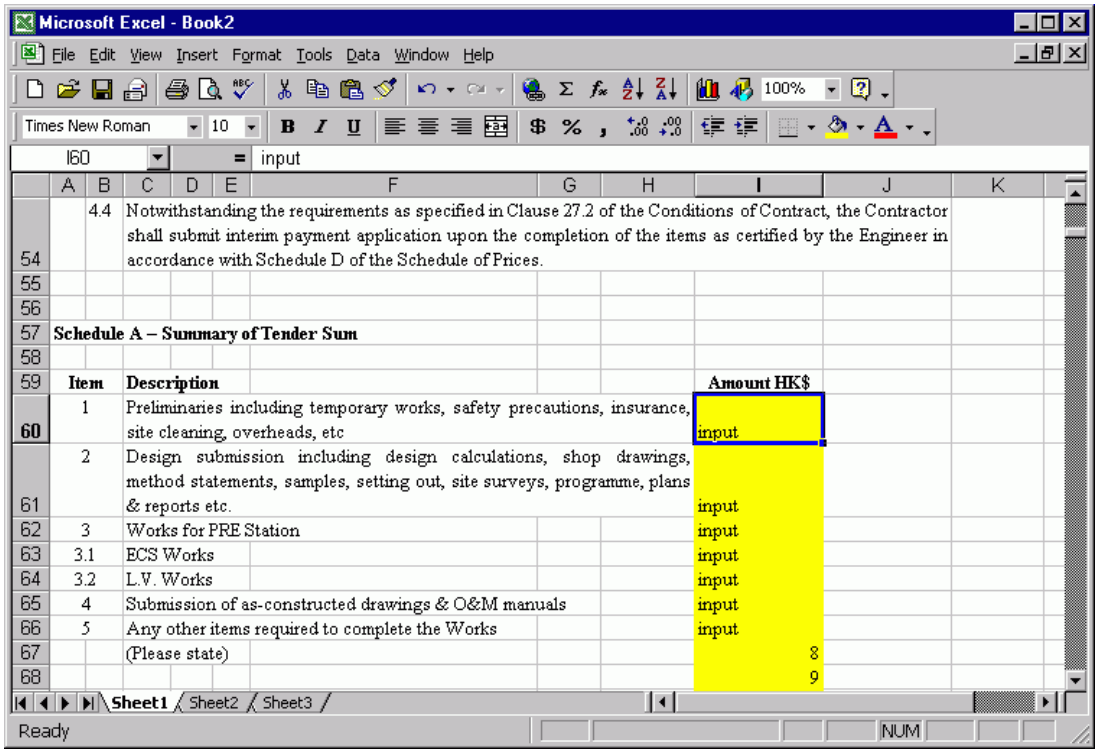
Step 4. Define number of labels. Select those defined cell. Then type in the number of labels. If it is required for 10 labels, then it should be 10 in input cell also.

Step 5. Define number of inputs. The value in input cells is suggested to be the same as in the label cell. The matching of input to label cells should be like this: input1 = label1, input2 = label2 and so on. Otherwise, consolidate summary report may not be listed in correct format.

Step 6. Define the item name. Select the item that typed in previously. Then define its name as "label1_1", where the next item would be name as "label1_2" and so on until "label1_" + value of label. Repeat this step for label2, for the first one it should be named as "label2_1" and so on.

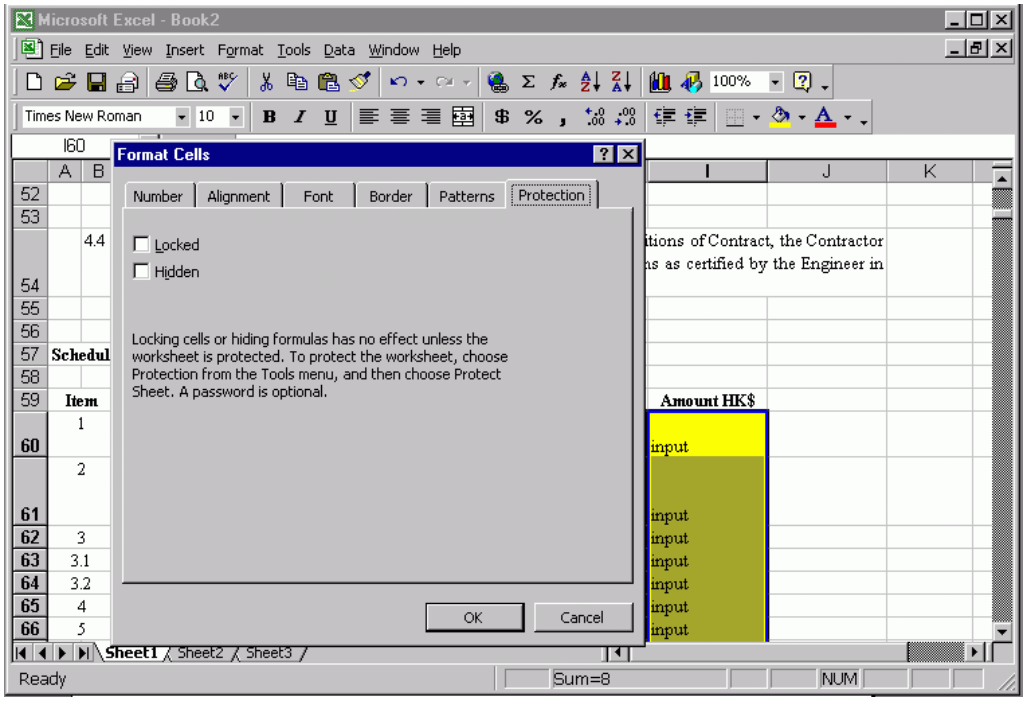

Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Times New Roman 10
C60
= Preliminaries including temporary works, safety precautions, insurance, site cleaning, overheads, etc
4.4 Notwithstanding the requirements as specified in Clause 27.2 of the Conditions of Contract, the Contractor shall submit interim payment application upon the completion of the items as certified by the Engineer in accordance with Schedule D of the Schedule of Prices.
Schedule A – Summary of Tender Sum
Item Description Amount HK$
1 Preliminaries including temporary works, safety precautions, insurance, site cleaning, overheads, etc input
2 Design submission including design calculations, shop drawings, method statements, samples, setting out, site surveys, programme, plans & reports etc. input
3 Works for PRE Station input
3.1 ECS Works input
3.2 L.V. Works input
4 Submission of as-constructed drawings & O&M manuals input
5 Any other items required to complete the Works input
(Please state) 8
9
Sheet1 Sheet2 Sheet3
Ready
NUM

Step 7. Define the item input name. Select the input field for the corresponding item. Then define its name as “input1_1” if the corresponding item name is “label1_1”, where the next item would be named as “input1_2” matched with item “label1_2” and so on until “input1_” + value of input. Repeat this step for input2, for the first one it should be named as “input2_1” and so on.

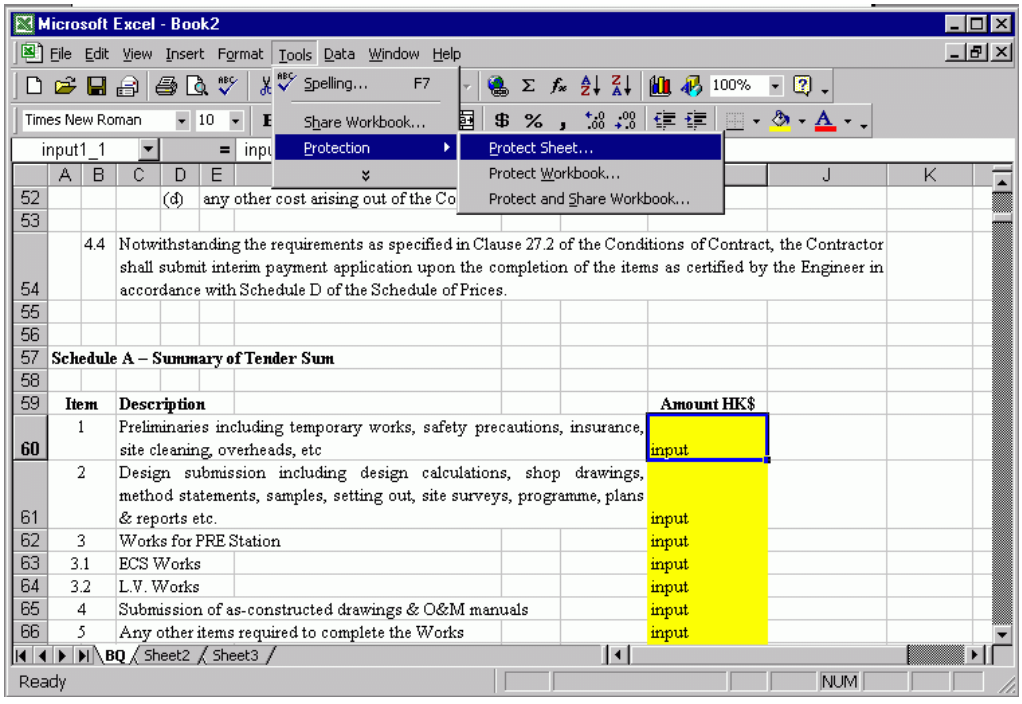

Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Times New Roman 10
I60
= input
54 4.4 Notwithstanding the requirements as specified in Clause 27.2 of the Conditions of Contract, the Contractor shall submit interim payment application upon the completion of the items as certified by the Engineer in accordance with Schedule D of the Schedule of Prices.
57 Schedule A – Summary of Tender Sum
59 Item Description Amount HK$
60 1 Preliminaries including temporary works, safety precautions, insurance, site cleaning, overheads, etc input
61 2 Design submission including design calculations, shop drawings, method statements, samples, setting out, site surveys, programme, plans & reports etc. input
62 3 Works for PRE Station input
63 3.1 ECS Works input
64 3.2 L.V. Works input
65 4 Submission of as-constructed drawings & O&M manuals input
66 5 Any other items required to complete the Works input
67 (Please state) 8
68 9
Sheet1 Sheet2 Sheet3
Ready
NUM

Step 8. Unlock the input item cells. As the whole document will be locked and protected by password, it is required to unlock those input item cells for tenderers’ input.

Highlight the input item cells and then right-click to select Format Cell function. And then select the “Protection” tab and uncheck the “Locked” field.



Step9. Set protection to document. After setting up those name for each label and input and the content of document, name the worksheet as BQ or FOT. Then save the document to file with file name BQ.xls or FOT.xls. Select from the manual bar for setting protection of sheet.



Then enter password. Please check that all the fields should be locked except those input fields items. Then save the document again.

Note that for BQ and FOT, the creation method would be the same. Moreover, all label fields will be displayed in the summary report before all the inputs fields.

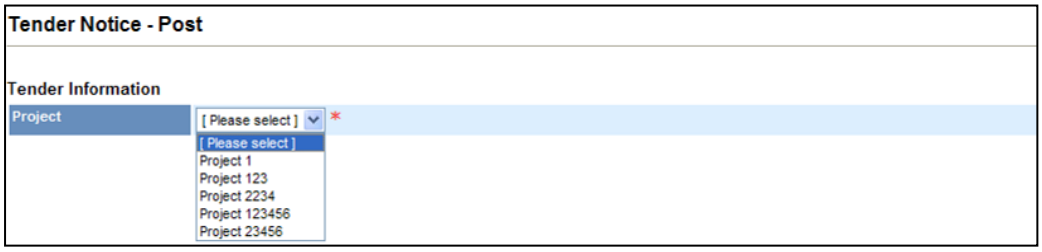
B. Prepare Tender Notice

Step 1. Go to the menu bar at the top and click “Post Tender Notice” under “E-Tendering”. This function is controlled by the access right of “Post” under “New Tender Notice”.

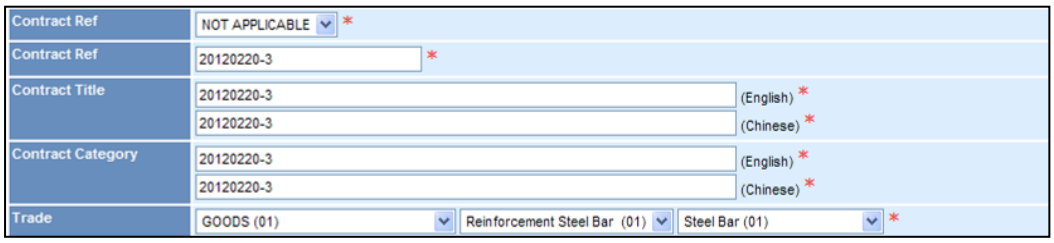
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post Tender Notice
Search Tender Notice
Search Tender Award
1. Suppliers Registration
2. Pre-qualification of Tenderers

Step 2. Select a project from the drop down list. Input a contract ref (same contract ref used for more than one tender is not allowed by the system)

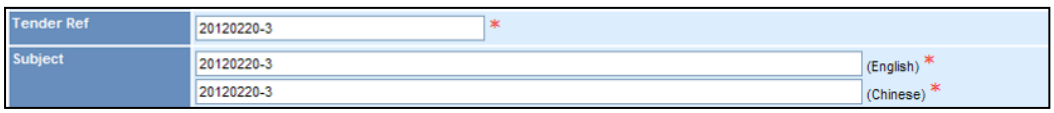
a. If the contract ref. has already been used in the system for advertisement or PQ, please select project name and the contract ref from the drop down list box.
b. If the contract ref. has not been used in the system, please select project name and contract ref = not applicable.



Step 3. Type in Contract Ref, Contract Title, Contract Category and Trade if “not applicable” is chosen on the contract ref list.



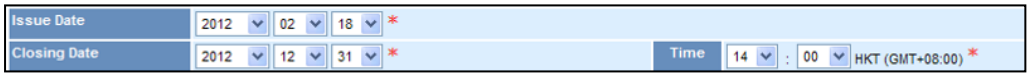
Step 4. Type in Tender Ref and Subject. If the contract ref. selected has already been used in the system for advertisement or PQ, the related information of the contract will be retrieved and filled into the tender notice.



Step 5. Determine if tender submission is divided into Financial and Technical Document.
Yes – contractor submits financial and technical proposals separately

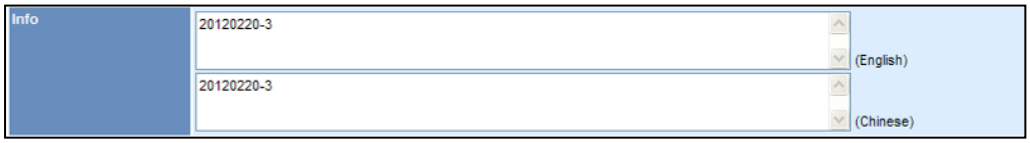
No – contractor submits financial proposals together with technical proposals

Step 6. Choose Issue Date and Closing Date & Time. Before tender issue, tender closing date can be modified by the approver assigned for the project only (with the appropriate access right and status of the tender notice of "Reviewed"). Moreover closing date/time cannot be modified to earlier than or equal to current date/time.

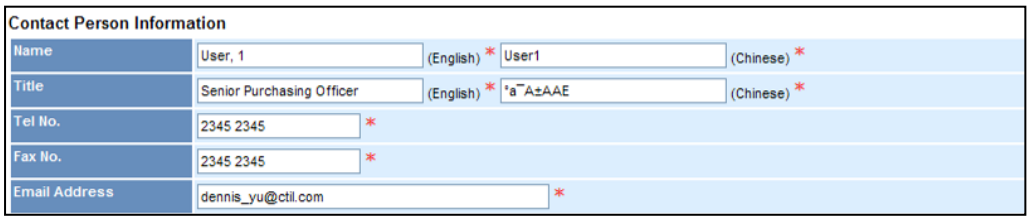


Step 7. Determine Access type.
Restricted: Only tenderer in the tenderer list can search, view and submit offer to this tender.
Open: All contractors of approved or expired status can search, view, and submit offer to this tender.

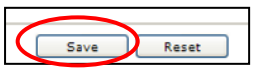
Step 8. Type in Info for the tender.



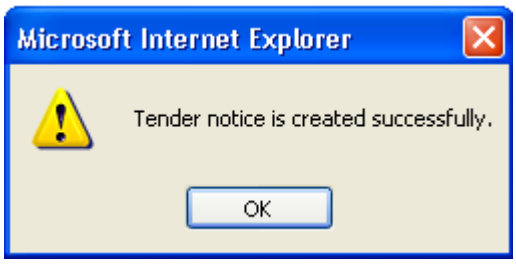
Step 9. Correct contact person information if any.



Step 10. Press "Save" button to create the Tender Notice.

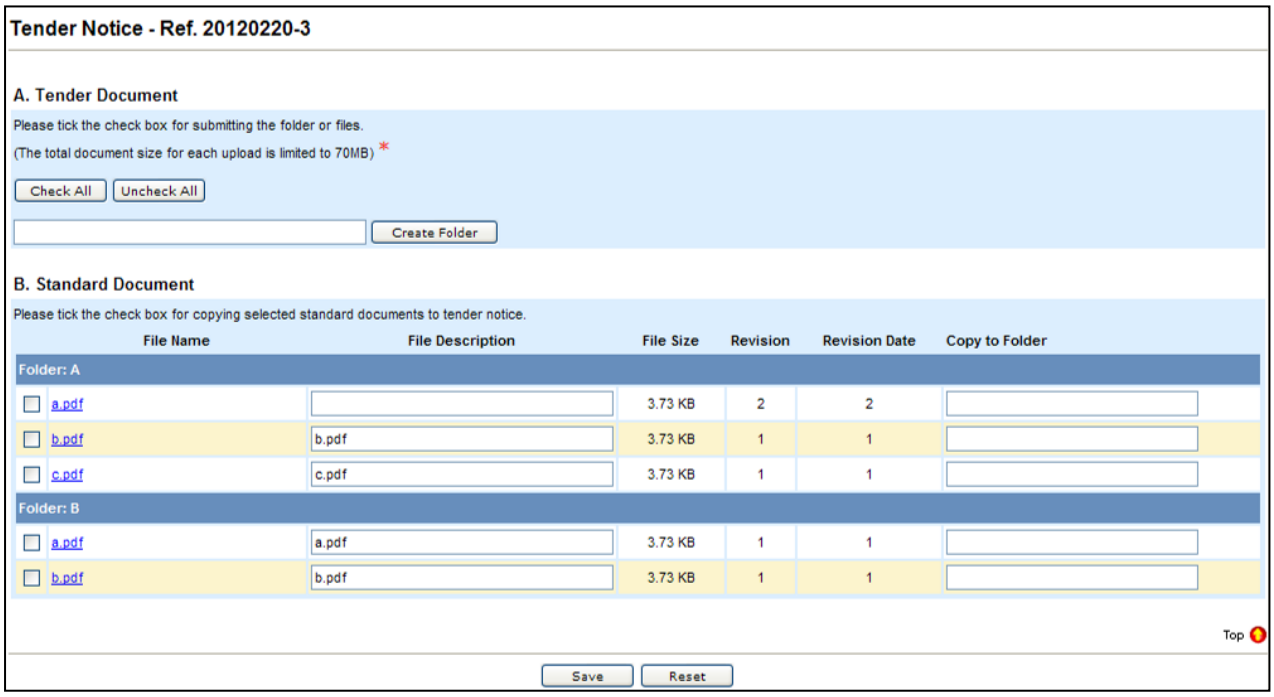


Step 11. An acknowledgement message will be shown.



Step.12. Press “OK” button.

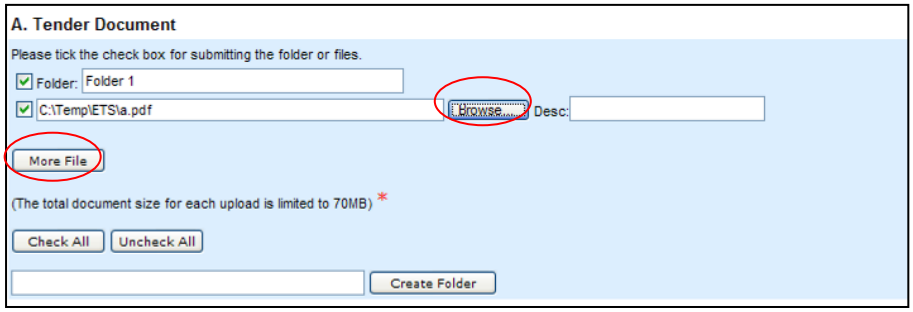
Step 13. Type in folder name for tender document and click “Create Folder” button.



Note:

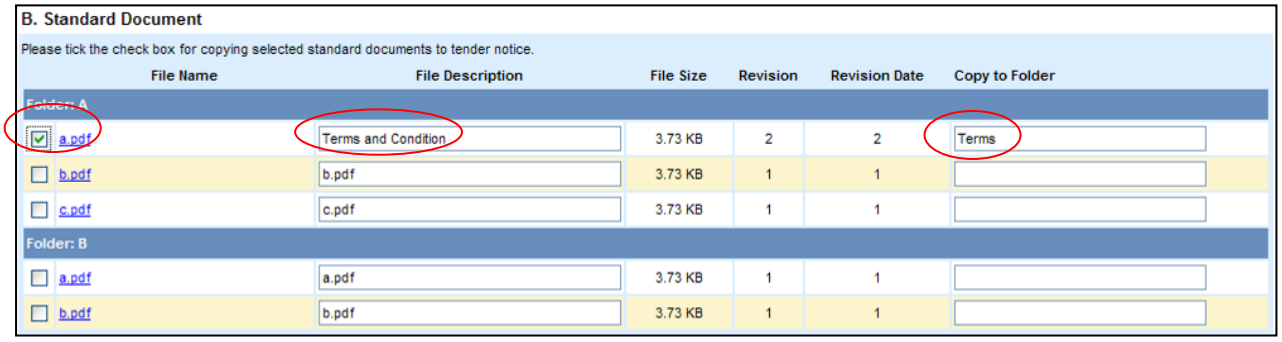
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 14. Click “Browse” button to choose file for upload. Press “More File” button if there are more than one file and repeat choosing more files for uploading to the same folder.



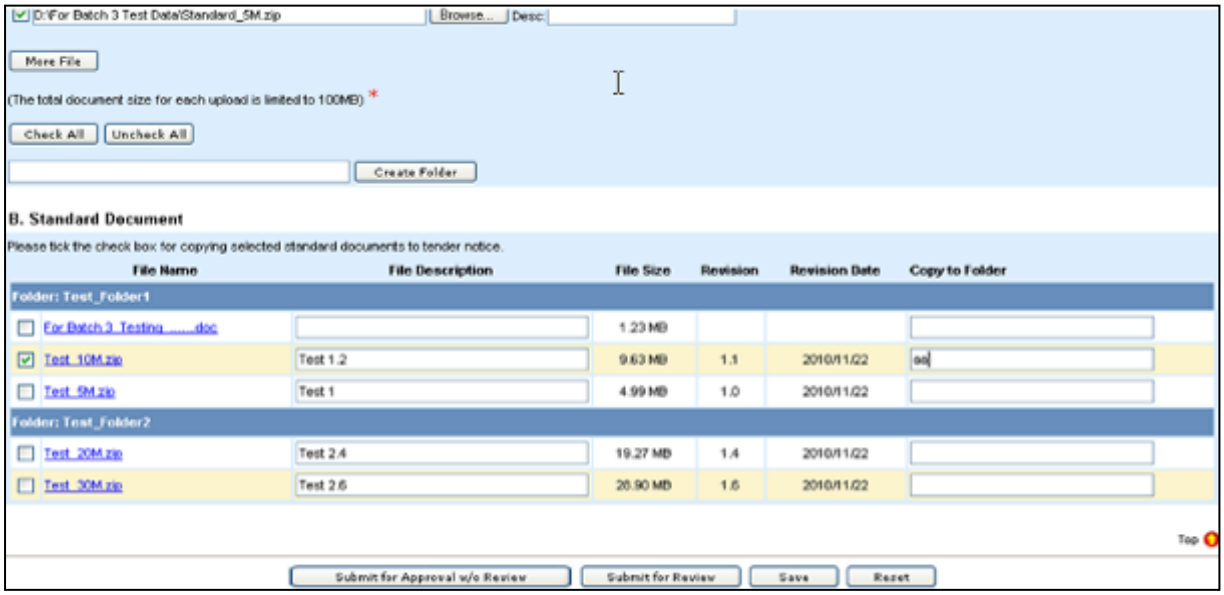
Step 15. Repeat Step 13 and 14 for more folders when necessary.
Note that only for those folders and files with a checked checkbox would be uploaded.

Step 16. Select Standard Documents, input the Folder name to where the selected Standard Document is to be placed. If the folder name does not exist, the system will create the new folder automatically for placement of the selected Standard Document.



Note:
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 17. For Open Tender Box

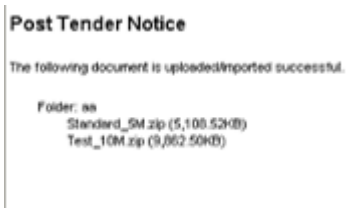


1) Press "Submit for Approval w/o Review" button if the review process is to be bypassed. In such case, the tender notice will directly go for the approval process. At the same time, an email alert will be sent to approver assigned for the project.

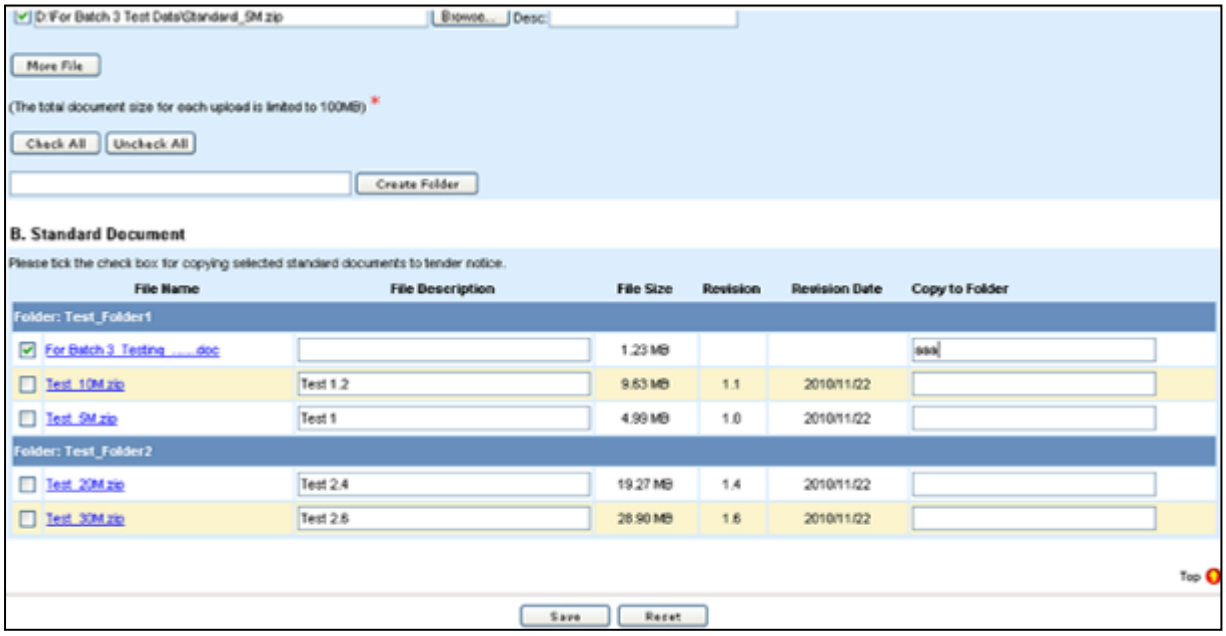
2) or press “Submit” button if the review process of the tender notice is required according to the normal process. At the same time, an email alert will be sent to the reviewer assigned for the project.

3) or press “Save” button if the Tender Notice is not ready to submit to Reviewer or Approver.

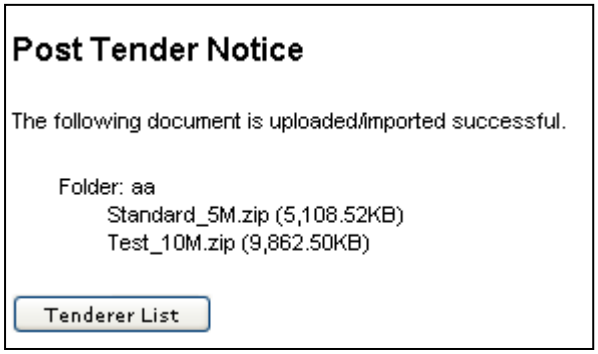
4) An acknowledgement message will be shown.



Step 18. For Restricted Tender Box, press “Save” button to upload the Tender Document and Standard Document to System.

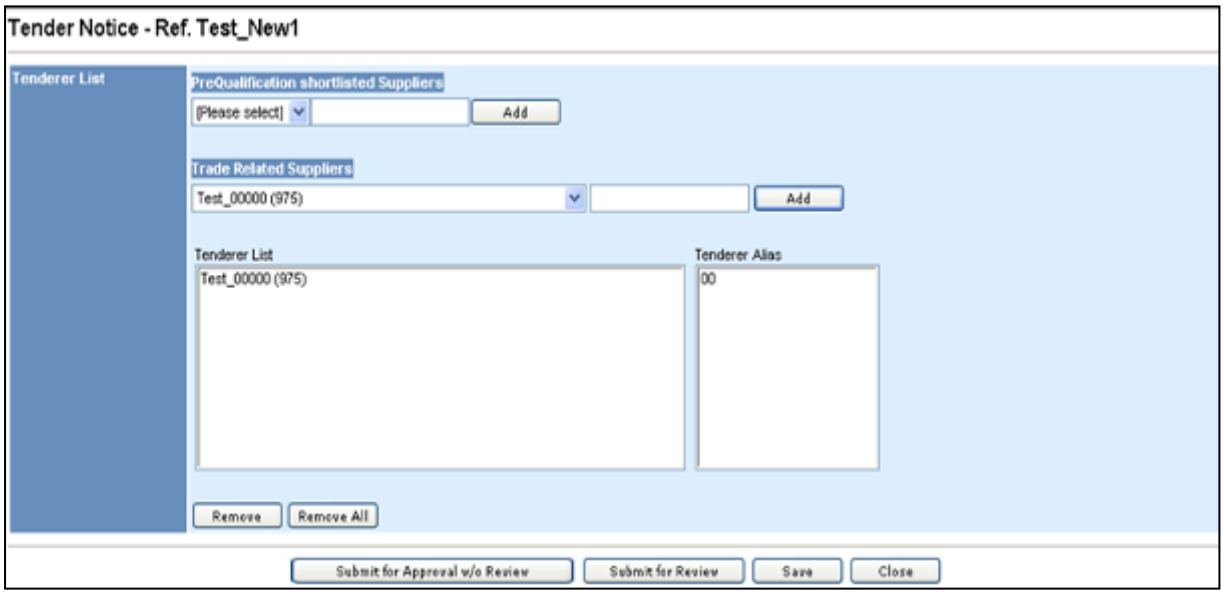


Step 19. An acknowledgement message will be shown.



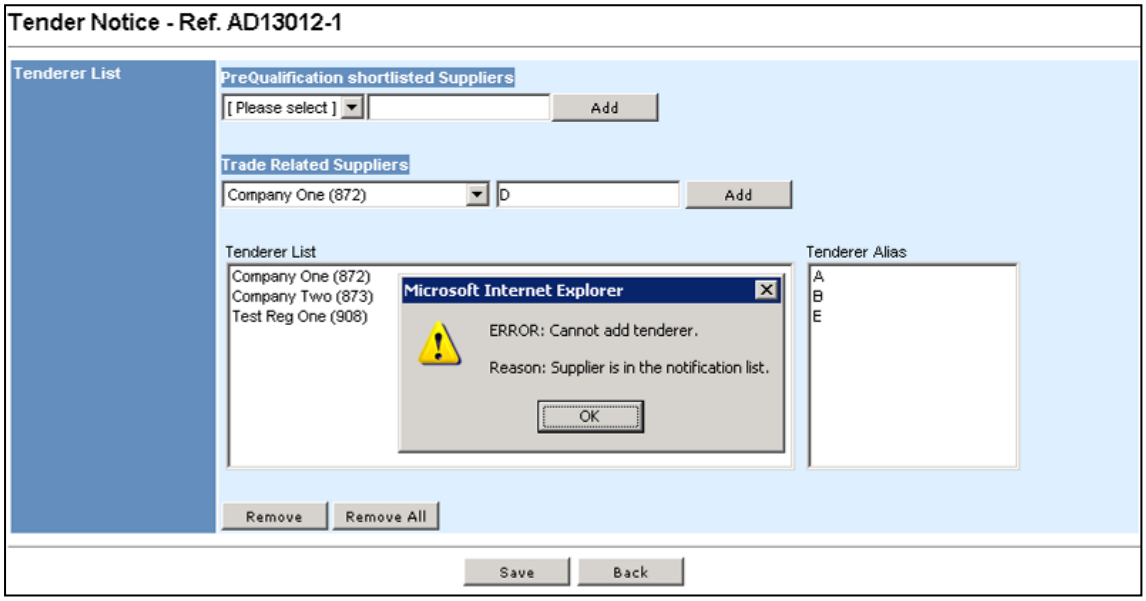
Step 20. Click on “Tenderer List”. This button is controlled by the access right of “Tenderer List” under “New Tender Notice”.

a. If there is PQ for the contract, procurer can select tenderers from the PreQualification Shortlisted Suppliers drop down list box and then provide the alias.
b. If there is no PQ for the contract, please select suppliers of the corresponding trade in the Trade Related Suppliers combo box and then type in the alias.

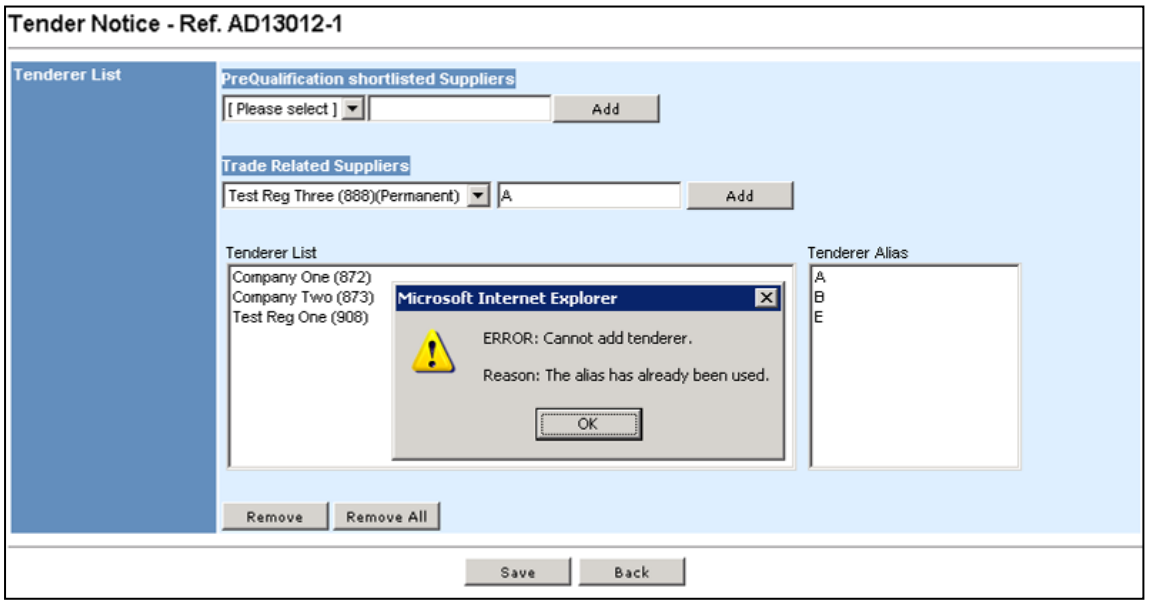


Step 21. Click “Add” button to add tenderer from the list of “PreQualification Shortlisted Suppliers” or from the list of “Trade Related Suppliers”. Contractor added in the Tenderer List can be removed by selecting the contractor and then clicking the “Remove” button. All contractors in the Tenderer List box can be removed by clicking the “Remove All” button.
Note:

- The following message will be prompted if the supplier already in the list:



- The following message will be prompted if the alias is already used.



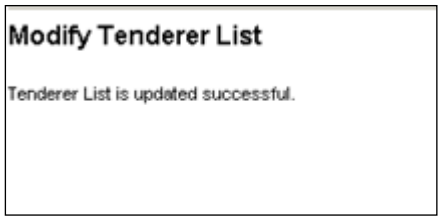
Step 22. Click the Button in the Tenderer List

1) Press “Submit for Approval w/o Review” button if the review process is to be bypassed. In such case, the tender notice will directly go for the approval process. At the same time, an email alert will be sent to approver assigned for the project.

2) or press “Submit” button if the review process of the tender notice is required according to the normal process. At the same time, an email alert will be sent to the reviewer assigned for the project.

3) or press “Save” button if the Tender Notice is not ready to submit to Reviewer or Approver.

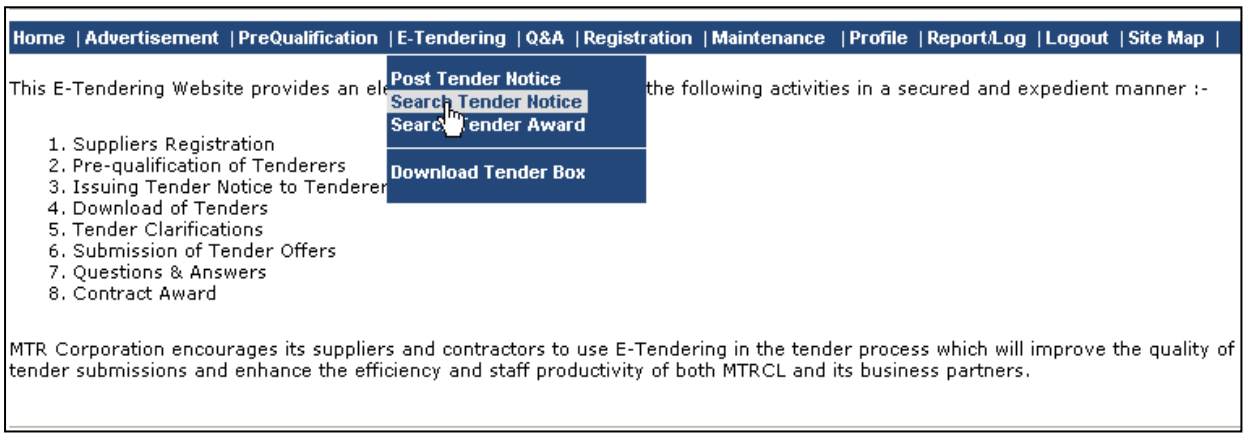
Step 23. An acknowledgement message will be shown and an email will be sent to reviewer assigned for the project.



Tips for Alias: One assigned => the alias can’t be changed.

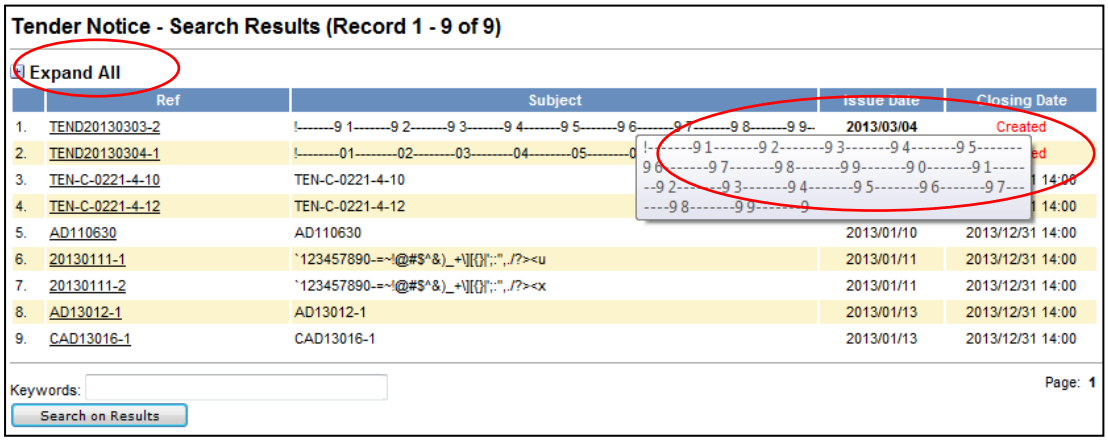
C. Search & View Tender Notice

Step 1. Go to the menu bar at the top and click “Search Tender Notice” under “E-Tendering”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post Tender Notice
Search Tender Notice
Search Tender Award
Download Tender Box
This E-Tendering Website provides an el the following activities in a secured and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderer
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTRCL and its business partners.

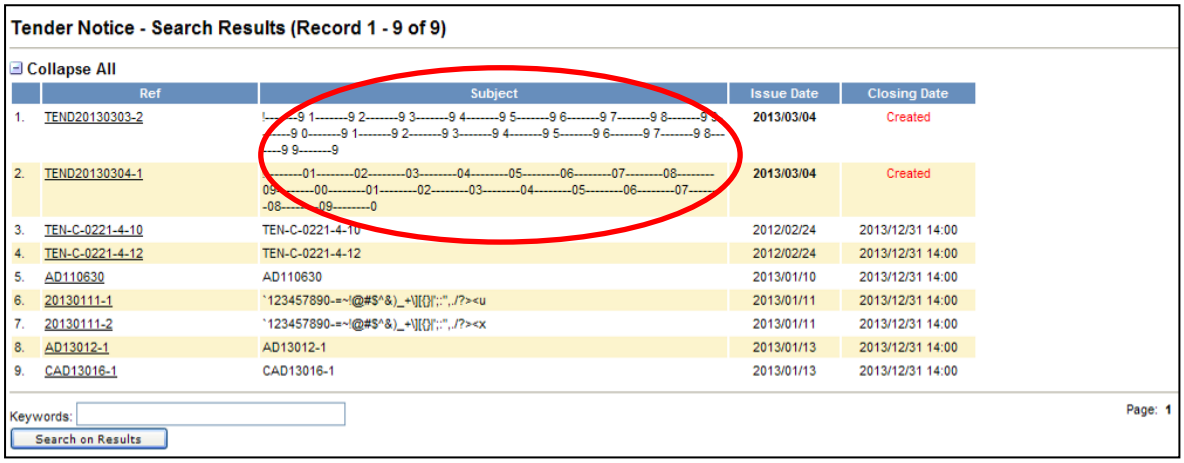
Step 2. Input search criteria like closing date, issue date, stage etc. and sorting order. Click “Submit” button.

Step 3. The tender notices meeting the search criteria will be shown. Click the Tender Reference Number link of a tender notice to view the details.



Note:

- The listing will be displayed in single row per record as default (Collapse All). You may move the cursor to the field using the “Tooltip” to view the full description.
- If you want to expand the record to display the full description of the fields, you may click “Expand All” button. The screen display will be as follows:



Tender Notice - Search Results (Record 1 - 9 of 9)

Collapse All

	Ref	Subject	Issue Date	Closing Date
1.	TEND20130303-2	!--------9 1--------9 2--------9 3--------9 4--------9 5--------9 6--------9 7--------9 8--------9 9--------9 0--------9 1--------9 2--------9 3--------9 4--------9 5--------9 6--------9 7--------9 8--------9 9--------9	**2013/03/04**	Created
2.	TEND20130304-1	--------01---------02---------03---------04---------05---------06---------07---------08---------09---------00---------01---------02---------03---------04---------05---------06---------07---------08---------09---------0	**2013/03/04**	Created
3.	TEN-C-0221-4-10	TEN-C-0221-4-10	2012/02/24	2013/12/31 14:00
4.	TEN-C-0221-4-12	TEN-C-0221-4-12	2012/02/24	2013/12/31 14:00
5.	AD110630	AD110630	2013/01/10	2013/12/31 14:00
6.	20130111-1	`123457890-=~!@#$^&)_+\][{}|';:",./?><u	2013/01/11	2013/12/31 14:00
7.	20130111-2	`123457890-=~!@#$^&)_+\][{}|';:",./?><x	2013/01/11	2013/12/31 14:00
8.	AD13012-1	AD13012-1	2013/01/13	2013/12/31 14:00
9.	CAD13016-1	CAD13016-1	2013/01/13	2013/12/31 14:00

Keywords:

Search on Results

Page: **1**

D. Upload & Delete Tender Document Files

Upload and delete tender document function are controlled by the access right of "Post", "Review" and "Create Tender Box" under "New Tender Notice". This action could only take place before the issue of tender.

Step 1. Go to the menu bar at the top and click "Search Tender Notice" under "E-Tendering". Choose "Created" or "Reviewed" as criteria in status.

Step 2. Select the tender notice to view the details by clicking the "Ref" link.

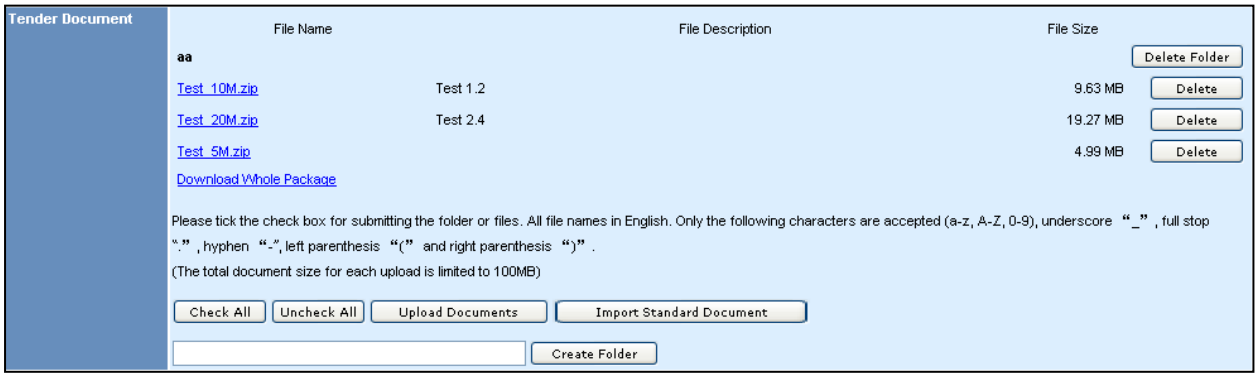
Step 3. When necessary to upload more files, create a new folder by typing the folder name then click the "Create Folder" button. The folder name could be the same as the existing folder and the newly uploaded documents would be placed in the existing folder.

Select tender document files by clicking "Browse" button and select file.

Press "More File" button to repeat attachment of more files.

Press "Upload Documents" to confirm.

Notes: When procurer wants to add more files to the existing folder, procurer needs to create a folder of the same folder name as the existing folder. Then the system will add the new file to the existing folder automatically. Only those folders and files with a checked checkbox would be uploaded.



Note:

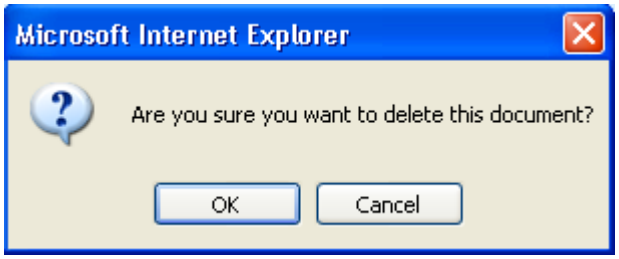
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

If user wants to change the description in one of the tender document files, then user can upload the same tender document file with different description. System will automatically update the description.

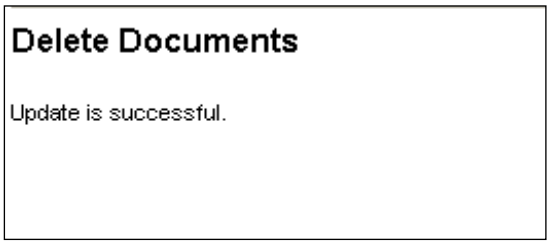
Step 4. Acknowledgement of upload tender documents is shown as above.

Step 5. Click “Back” to return to the tender notice.

For deletion of a file of the tender document uploaded, press “Delete” button beside the desired document file. Then a confirmation alert is prompted. Click “OK” to continue or “Cancel” to abort.

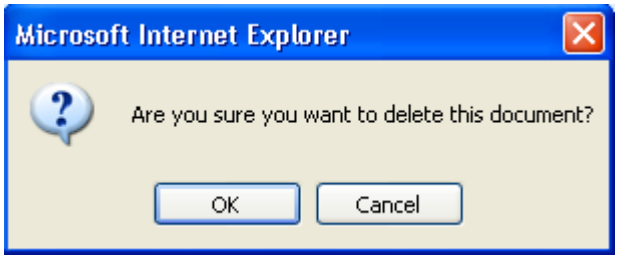


Step 6. Acknowledgement of Deleting Tender document file is shown as below.



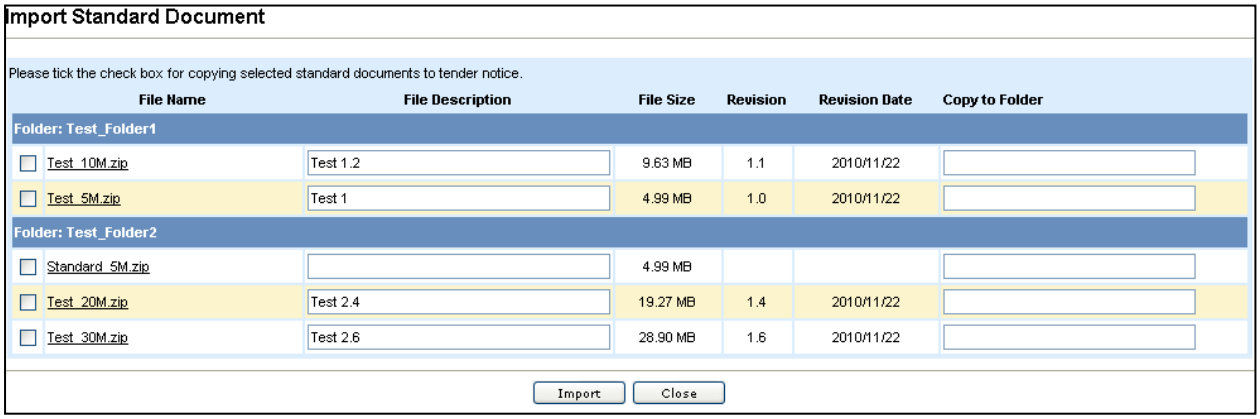
Step 7. Click “Back” to view tender notice again.

For deletion of one folder from the tender document, press “Delete Folder” button beside the desired document folder. Then a confirmation alert is prompted. Click “OK” to continue or “Cancel” to abort.



Step 8. Acknowledgement of Deleting Tender document folder is shown as below.

For import Standard document in the Tender Notice, press “Import Standard Document” button.



Step.9. Select the Standard Document and specify the Folder name where the selected Standard Document is to be placed. Press “Import” button. Then a confirmation alert is prompted. Click “OK” to continue or "Cancel" to abort.

Note:
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 10. Acknowledgement of import Standard document successful is shown as below.

Import Standard Document

The following document is imported successful.

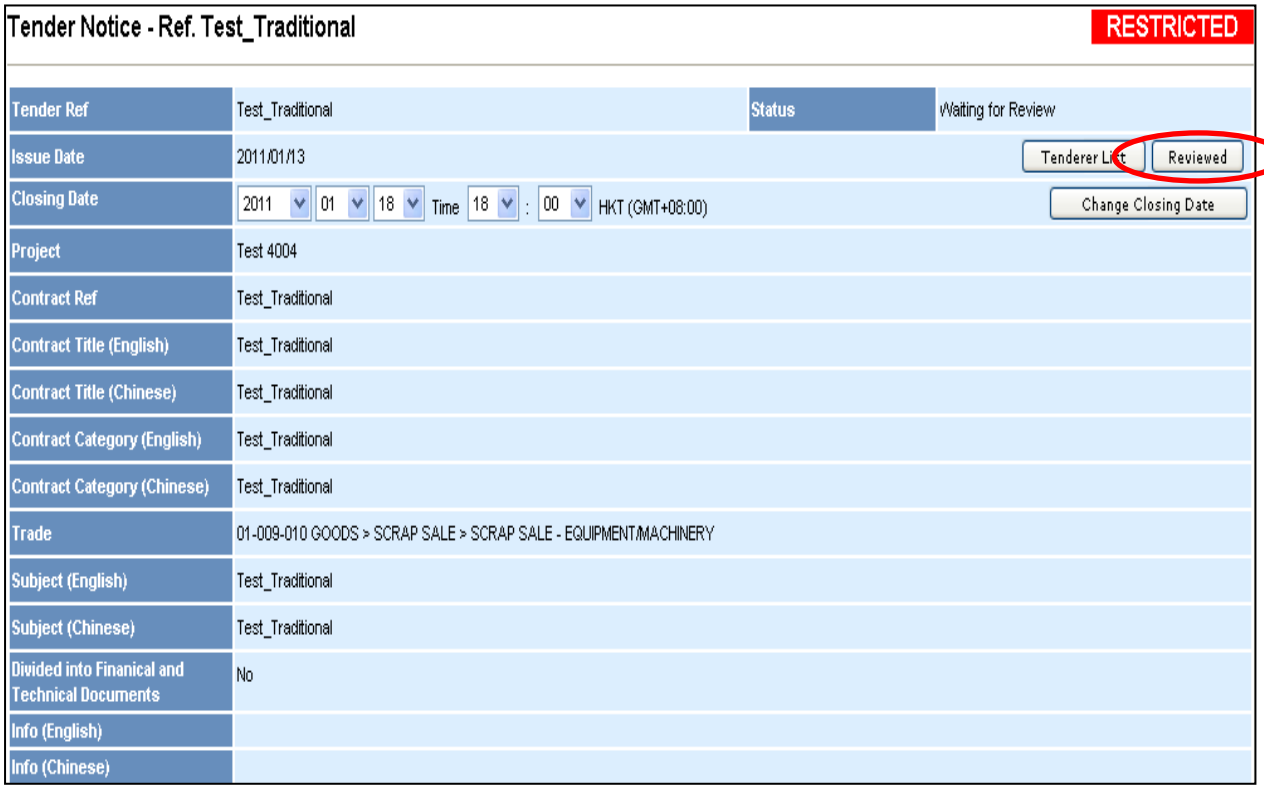
Folder: aa
Test_30M.zip (29,595.36KB)

E. Review Tender Notice

Step 1. Go to the menu bar at the top and click “Search Tender Notice” under “E-Tendering”. Choose “Waiting for Review” as criteria in status.

Step 2. Select the tender notice to view the details by clicking the “Ref” link.

Step 3. Press “Reviewed” button to confirm that the tender has been reviewed. An acknowledgement message will be shown and an email will be sent to the approver assigned for the project. The review button is controlled by the access right of “Review” under “New Tender Notice”.

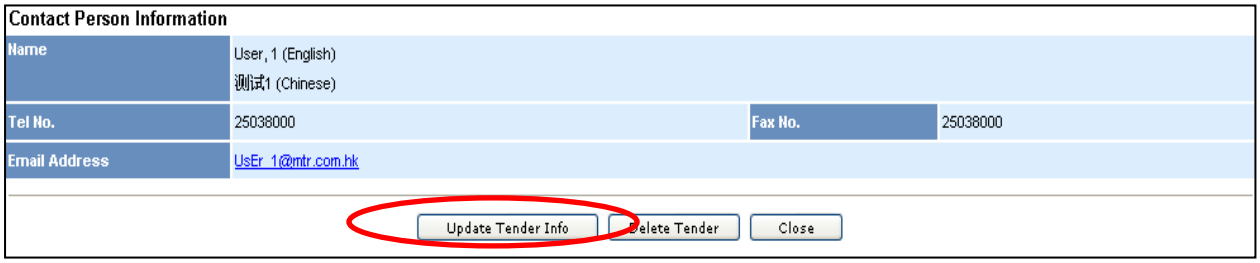


F. Modify Tender Information

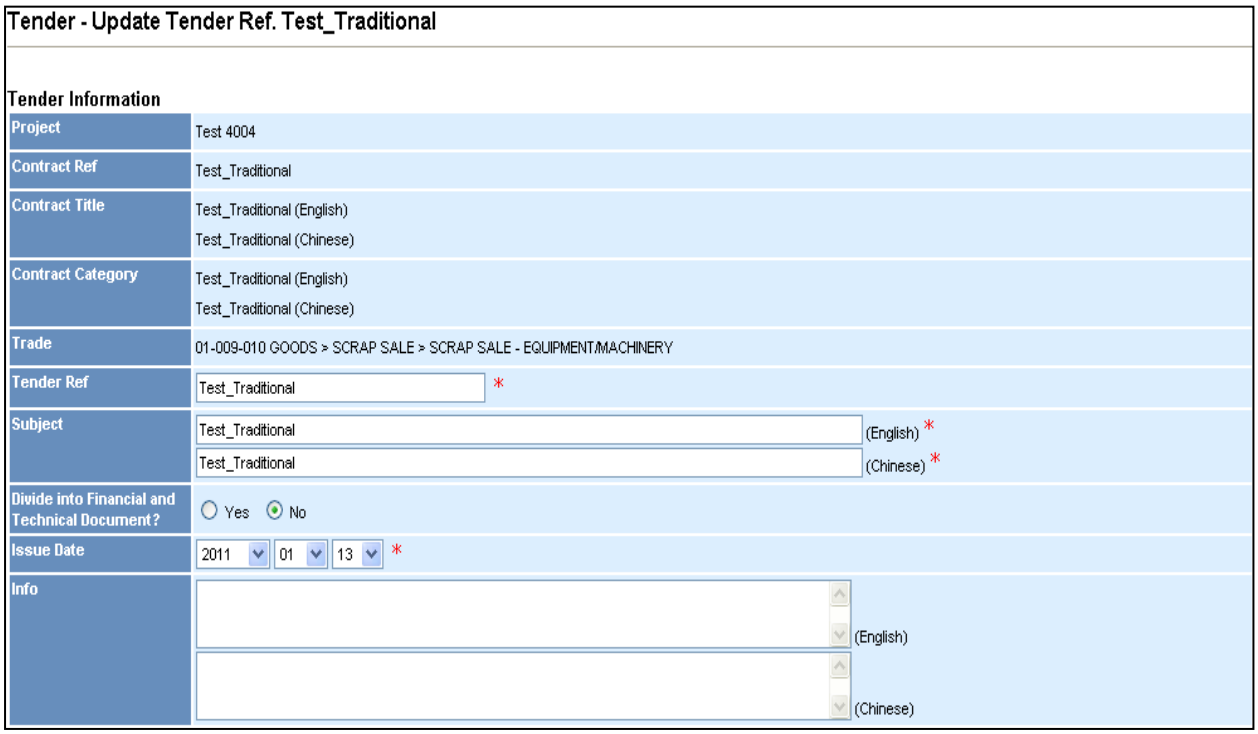
Modify Tender Notice function is controlled by the access right of "Post" or "Review" or "Create Tender Box" under "New Tender Notice". This action could only take place before the issue of tender.

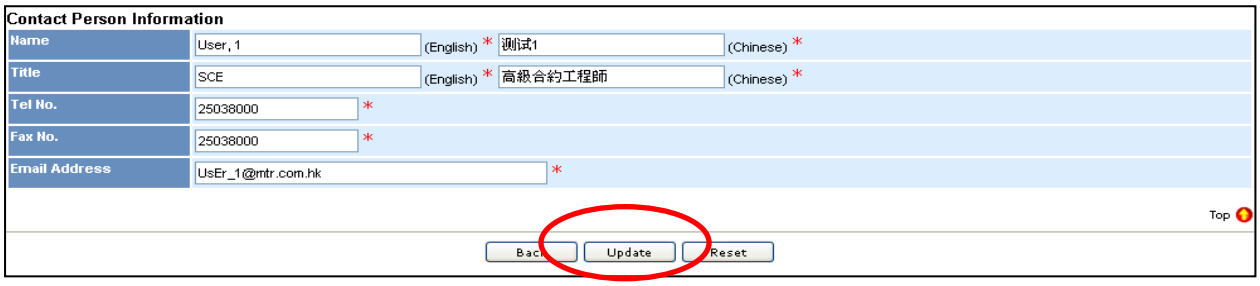
Step 1. Go to the menu bar at the top and click "Search Tender Notice" under "E-Tendering". Choose "Created" or "Reviewed" as criteria in status.

Step 2. Select the tender notice to view the details by clicking the "Ref" link. Click on "Update Tender Info" to update tender information.

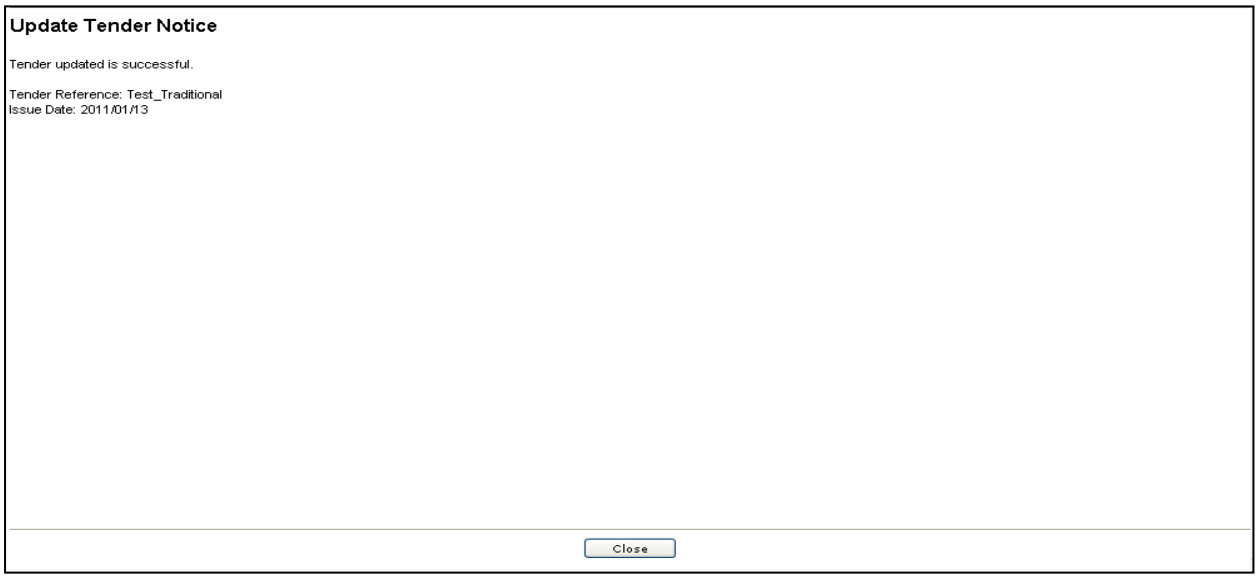


Step 3. Modify all the required fields (fields with red asterisk must be filled). Then click on the "Update" button. If the tender is created with an existing contract ref from PreQualification or Advertisement, then the update page would be as below.

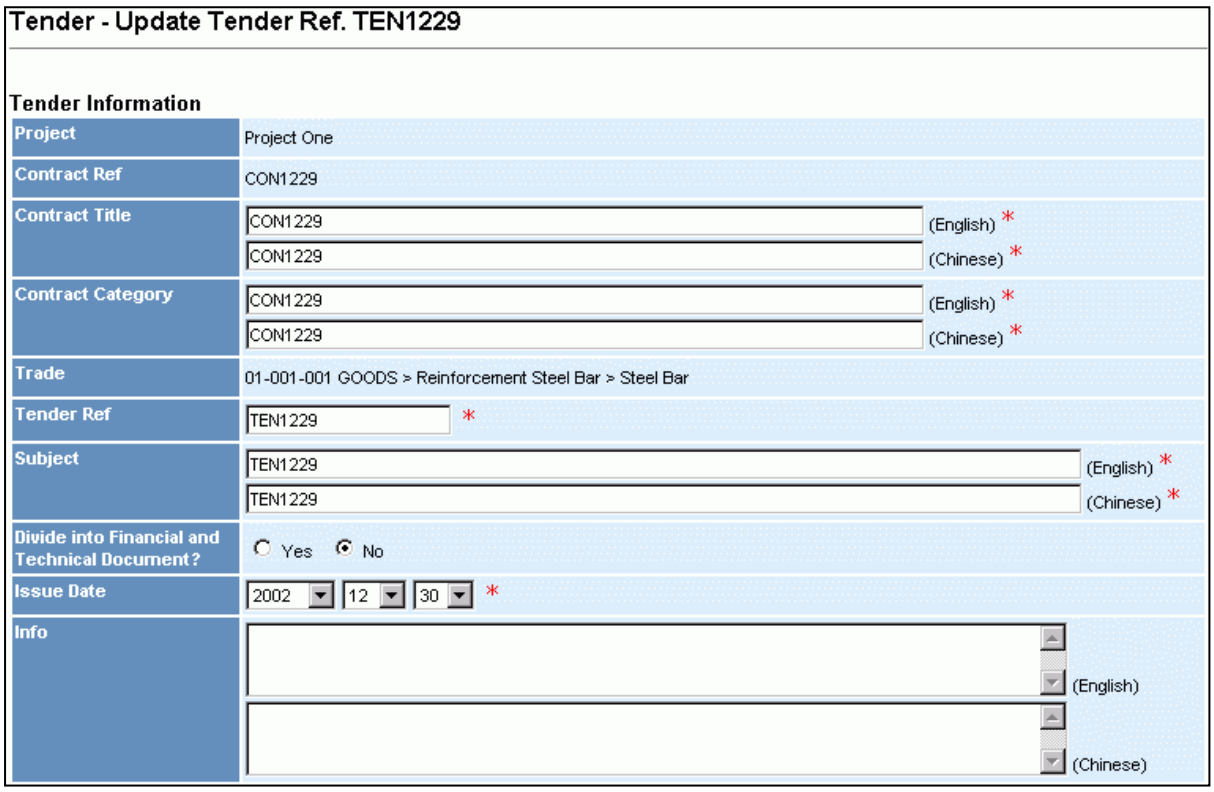




Step 4. Acknowledgement of update would be shown as below.



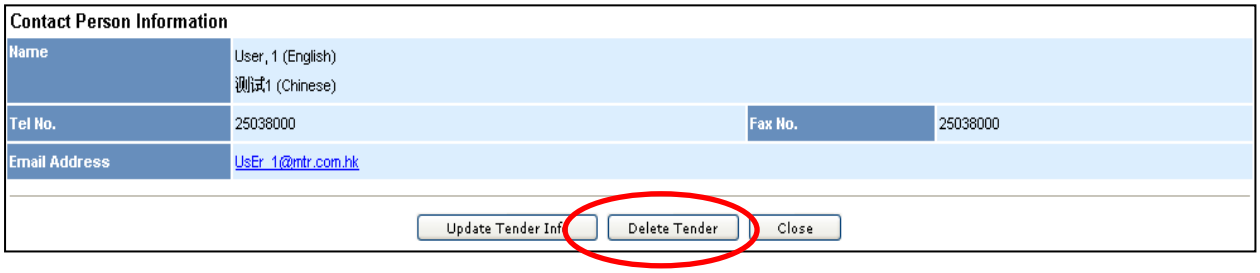
Step 5. If the contract ref of tender is created at the tender stage, then the update page would be as below. All the tender information except the contract ref. and trade can be updated.



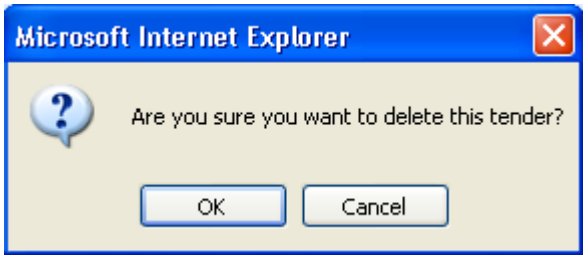
Step 6. Acknowledgement of update would be shown as below.

G. Delete Tender Notice

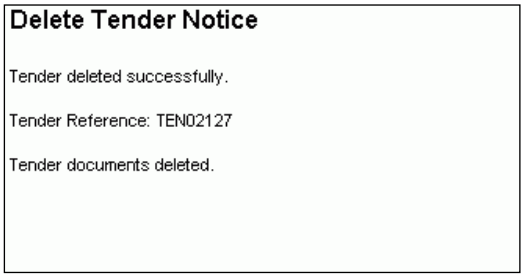
Step 1. Search and view for the tender notice. Then click on the "Delete Tender" button.
Notice: Function for deleting tender will only be available to procurer who has access right in "Review Tender" or "Create Tender Box" under "New Tender Notice". Otherwise, the Delete Tender button will not be displayed.



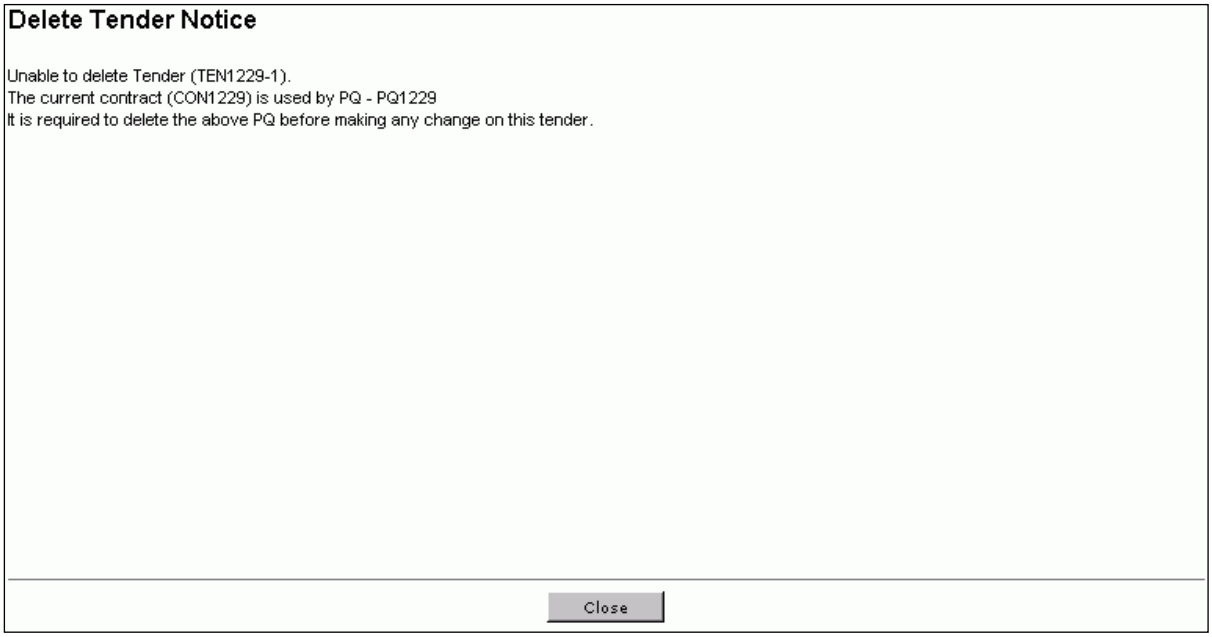
Step 2. Click "OK" on the confirmation message to continue the deletion process.



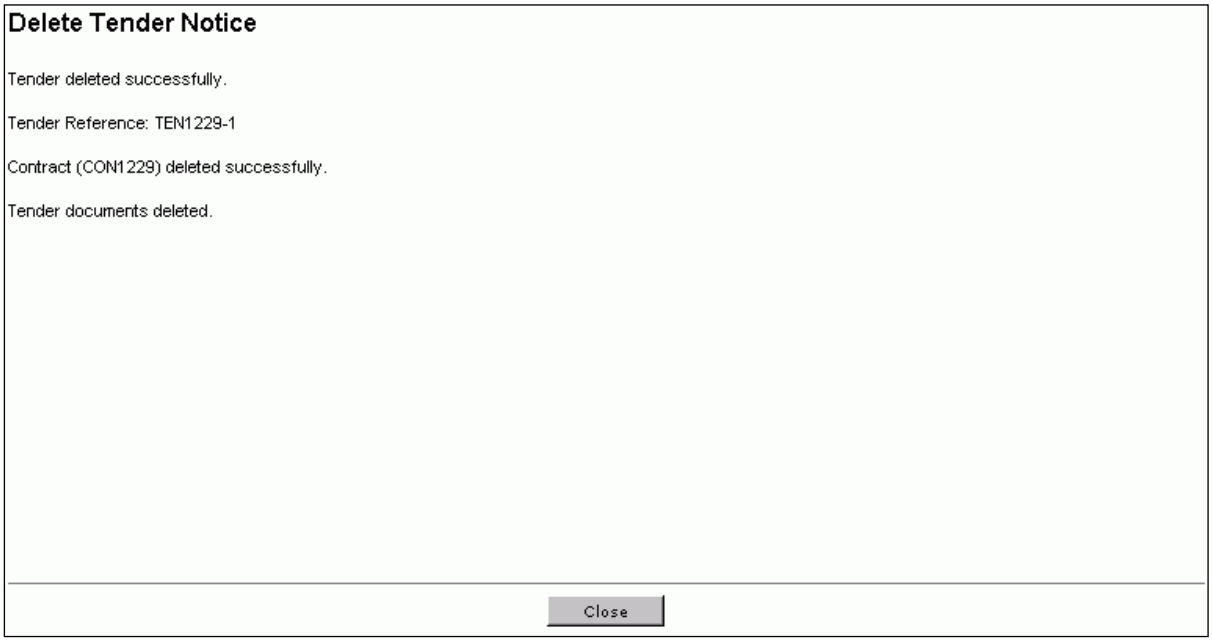
Step 3. The acknowledgement of deleting of tender (created with an existing contract ref) successfully is as below and only the tender is deleted.



Step 4. If the contract ref of tender was newly created at tender stage and is now being used by other PQ, the acknowledgement of deleting such tender is as below. No tender and contract would be deleted until the related PQ is deleted. And the related PQ ref is shown.


Delete Tender Notice
Unable to delete Tender (TEN1229-1).
The current contract (CON1229) is used by PQ - PQ1229
It is required to delete the above PQ before making any change on this tender.
Close

Step 5. After deleting the related PQ, then click the "Delete Tender" button. The acknowledgement of deleting tender and contract information is shown below. For deletion of a tender notice created with a new contract ref, the same acknowledgement as below will also be displayed.

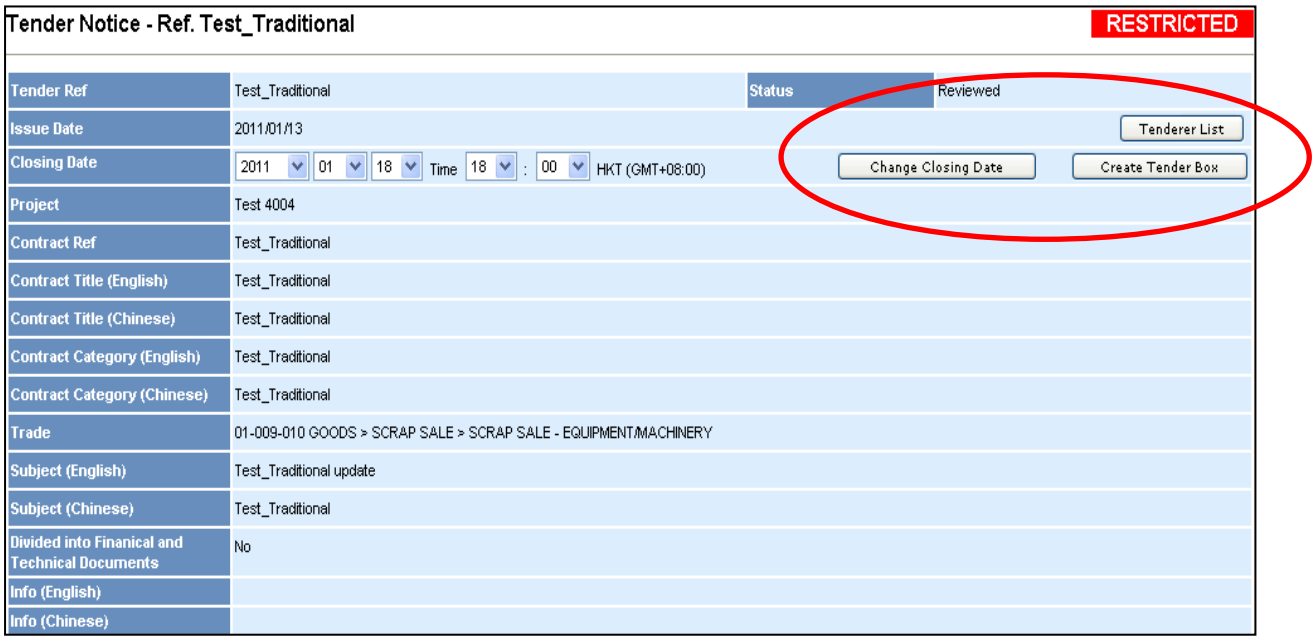


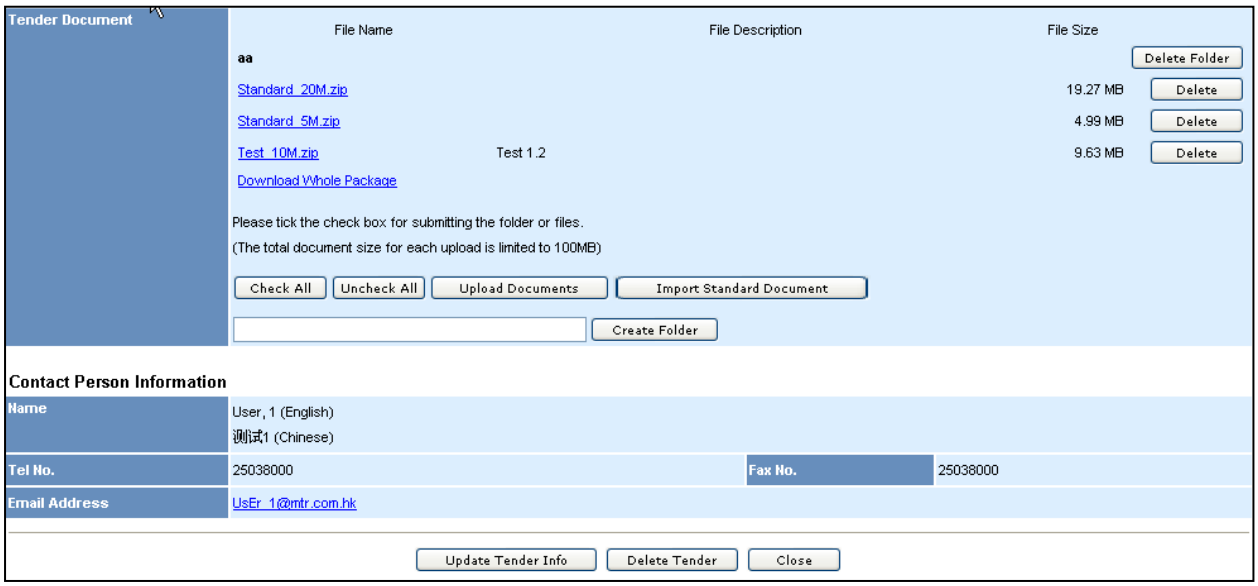
H. Approve Tender Notice & Create Tender Box

Step 1. Go to the menu bar at the top and click “Search Tender Notice” under “E-Tendering”.

Step 2. Select the tender notice by clicking the “Ref” link and the status as “reviewed”.

Step 3. View the tender notice details and press “Create Tender Box” button to approve issue of tender. This button is controlled by the access right of “Create Tender Box” under “New Tender Notice”. Confirm “OK” to create the tender box. Moreover, approver can press “Tenderer List” button to review tenderers selected or change the tender closing date before approval of the tender issue.

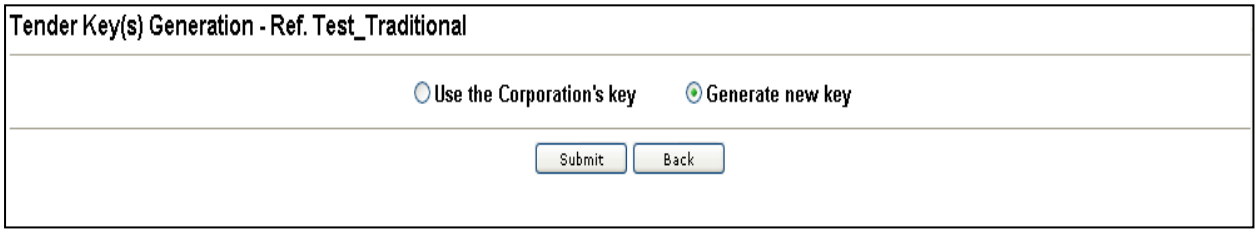




Step 4. Generate key for this tender (Security warning may be prompted. Please press "Yes" button.) Procurer has an option to generate new key or use the default Corporation's key by clicking "Submit" button.

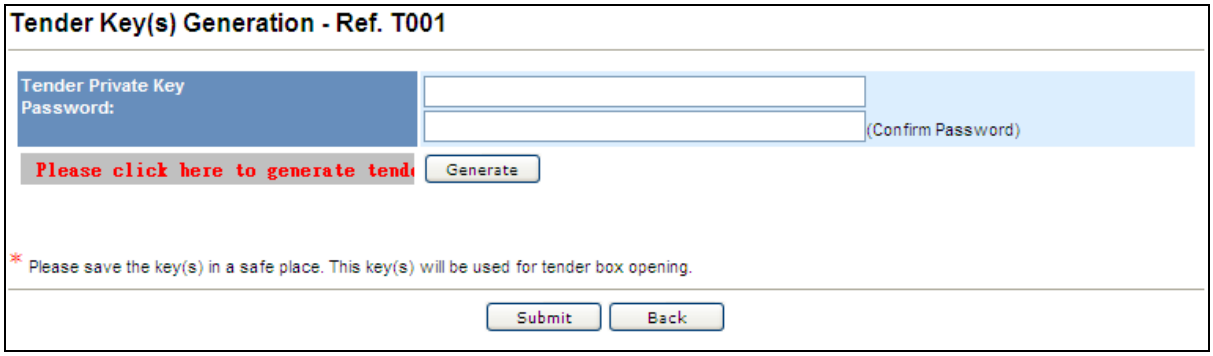
Corporation key – the key held by Secretary of Tender Board

New key – generate new key or key pairs for each tender.

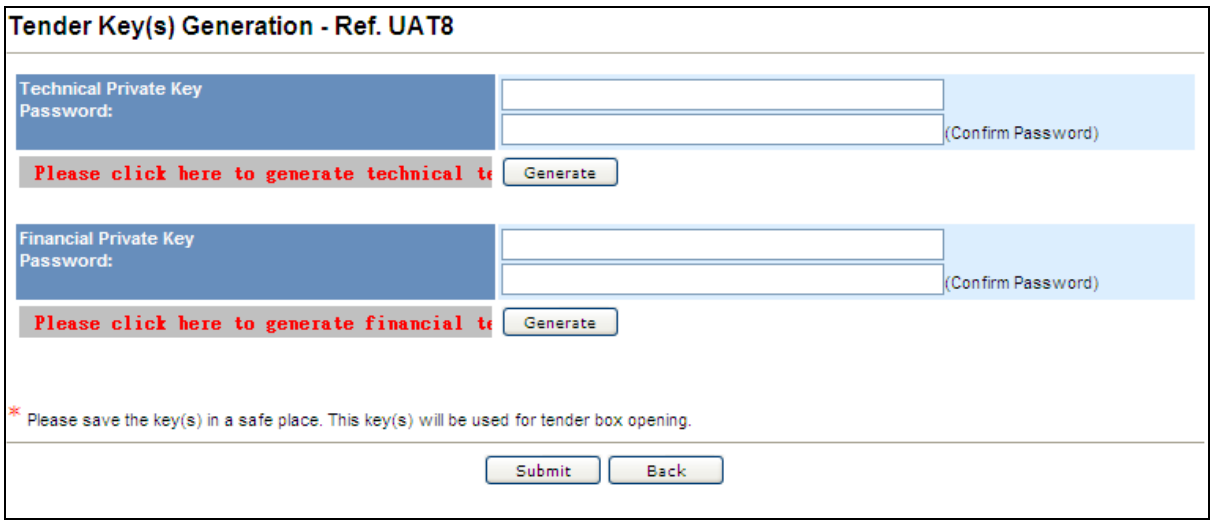


If Corporation's key is selected, then upon clicking the "Submit" button, the tender will be issued. Email notice will be sent to selected tenderers for "restricted" tender and all contractors of approved or expired status for "open" tender.

Step 5. If generate new key is selected, type password in the pop-up text box "Tender Private Key Password". (The password should be 6 – 8 digits or alphabets.) Then press "Generate" button beside "Please click here to generate tender key" to generate the key.

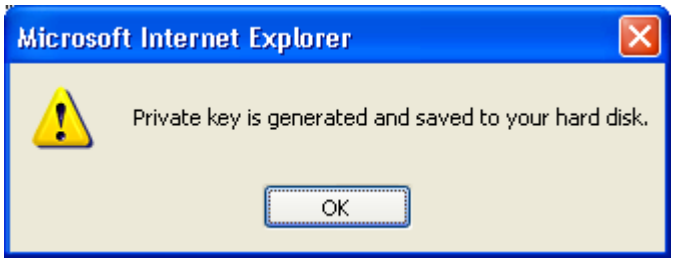

Tender Key(s) Generation - Ref. T001
Tender Private Key Password:
(Confirm Password)
Please click here to generate tend
Generate
Please save the key(s) in a safe place. This key(s) will be used for tender box opening.
Submit
Back

When procurer decides to receive tender offer in two different boxes (separately into Financial and Technical offers), the key generation screen as follows will be displayed for procurer to generate two keys. Type in the password and click the "Generate" button to generate the technical private key and then repeat the same process for generating the financial private key.


Tender Key(s) Generation - Ref. UAT8
Technical Private Key Password:
(Confirm Password)
Please click here to generate technical te
Generate
Financial Private Key Password:
(Confirm Password)
Please click here to generate financial te
Generate
* Please save the key(s) in a safe place. This key(s) will be used for tender box opening.
Submit
Back

Step 6. A pop-up "file saving" box will be shown. Please change the default file name (e-Cert.der) and save it in a safe place. (e.g. file name : Tech/Fin - Tender Ref No.der) Notes: It is recommended to save the keys in a floppy and do not save them in the hard disk.

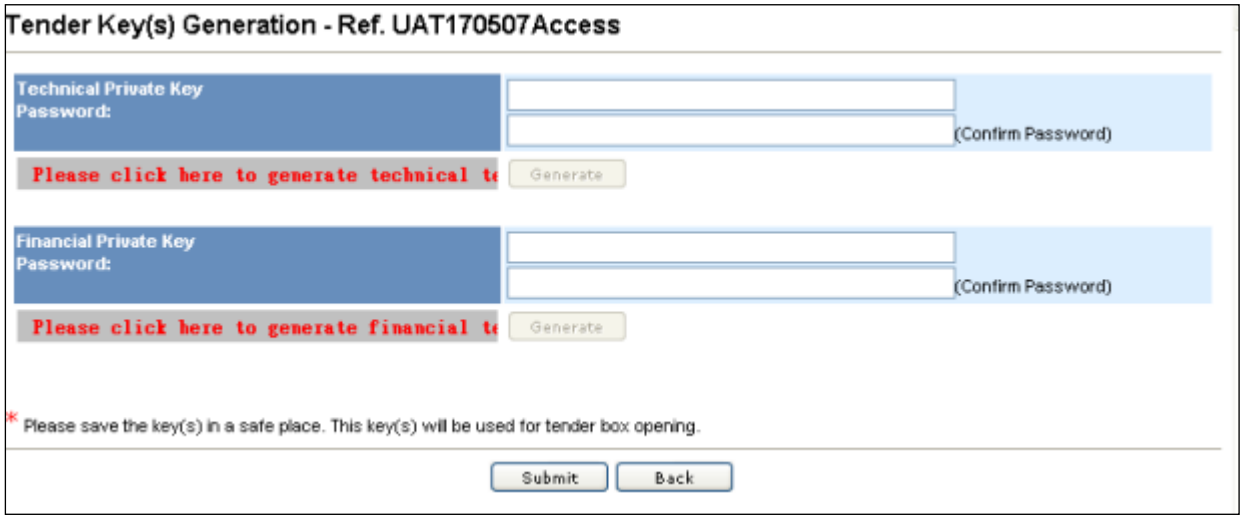
Step 7. Click "Save" button. The following acknowledgement will be shown.



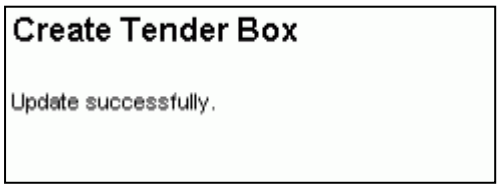
Step 8: The screen below appears. Click "Submit" button.

Tender Key(s) Generation - Ref. UAT170507Access
Tender Private Key Password:
(Confirm Password)
Please click here to generate tend
Generate
* Please save the key(s) in a safe place. This key(s) will be used for tender box opening.
Submit
Back

or

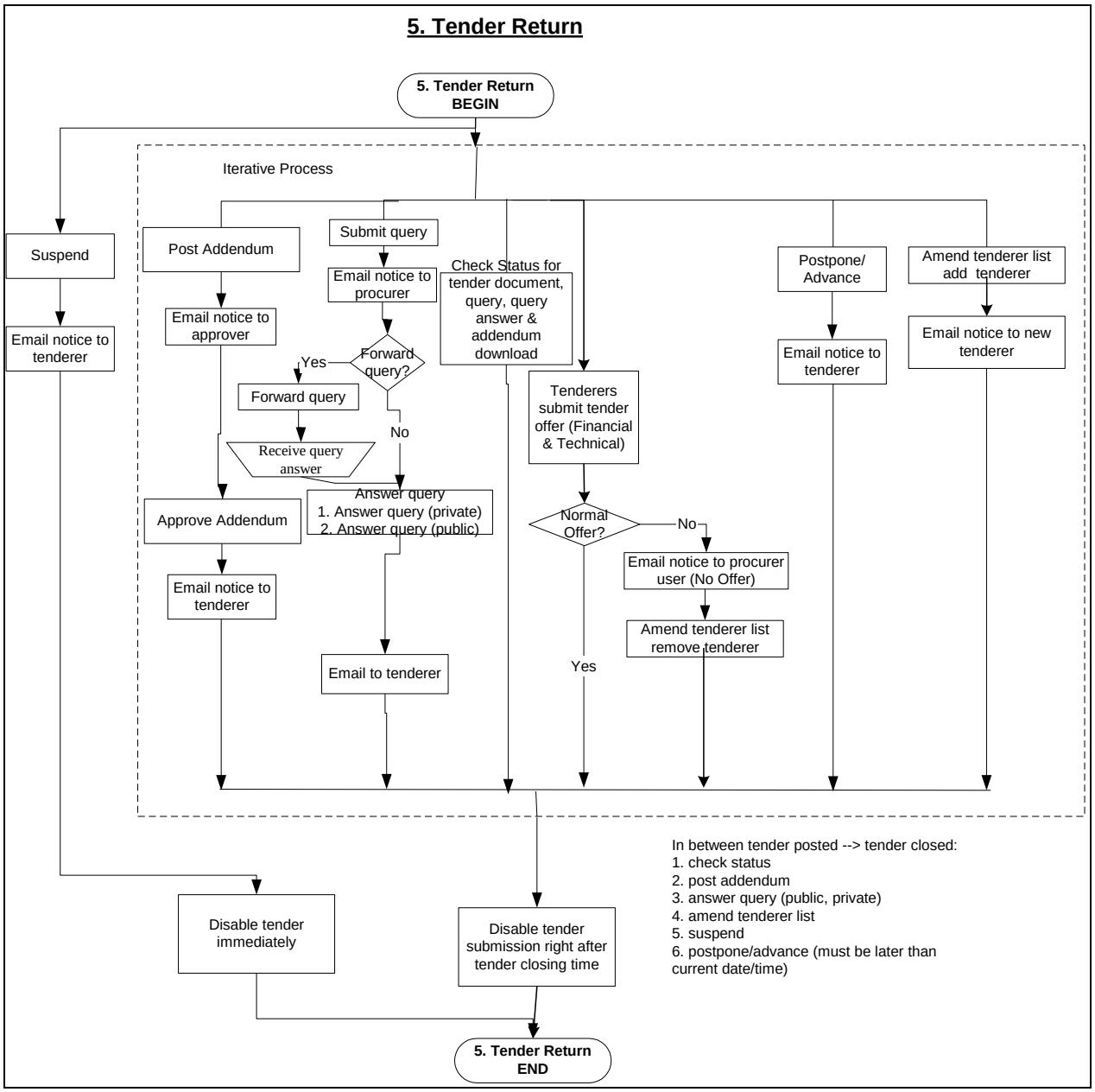

Tender Key(s) Generation - Ref. UAT170507Access
Technical Private Key Password:
(Confirm Password)
Please click here to generate technical t
Generate
Financial Private Key Password:
(Confirm Password)
Please click here to generate financial t
Generate
* Please save the key(s) in a safe place. This key(s) will be used for tender box opening.
Submit
Back

Step 9. An acknowledgement message will be shown. At the same time, email notice will be sent to selected tenderers for "restricted" tender and all contractors of approved or expired status for "open" tender.



Note that the key files and the corresponding passwords are required for the tender opening. They should be kept in a safe place. The Corporation's key will be renewed when necessary, or at least annually, to reduce the chance that it would be leaked to outsiders. Appropriate measures have to be taken so that they can only be accessed by authorized persons.

IX. Manage Tender Notice



A. Tendering Process

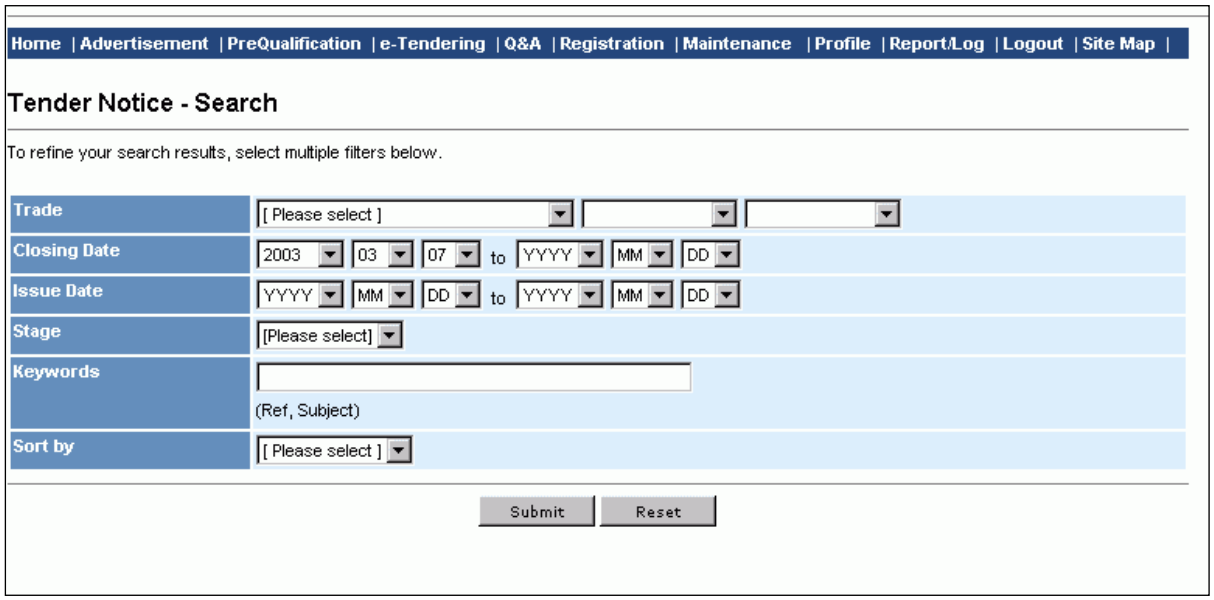
The tendering process is performed in sequential order as shown in following table.

Tender Status	Created	Waiting for Review	Reviewed	Issued	Postponed	Closed	Suspended	Expired
Created	Tender is created							Tender's closing date is eariler than system date
Waiting for Review (new)		Tender is waiting for review						Tender's closing date is eariler than system date
Reviewed			Tender is waiting for create tender box					Tender's closing date is eariler than system date
Issued				Allow to download tender document and receive tender response	Tender's closing date is changed	Tender's closing date is eariler than system date	Tender is suspended	
Postponed					Allow to download tender document and receive tender response, and Tender's closing date is changed	Tender's closing date is eariler than system date	Tender is suspended	
Closed						Tender box is created and Tender's closing date is eariler than system date		
Suspended							Tender box is created and tender is suspended	
Expired								Tender's closing date is eariler than system date or Tender's issue date is later than system date

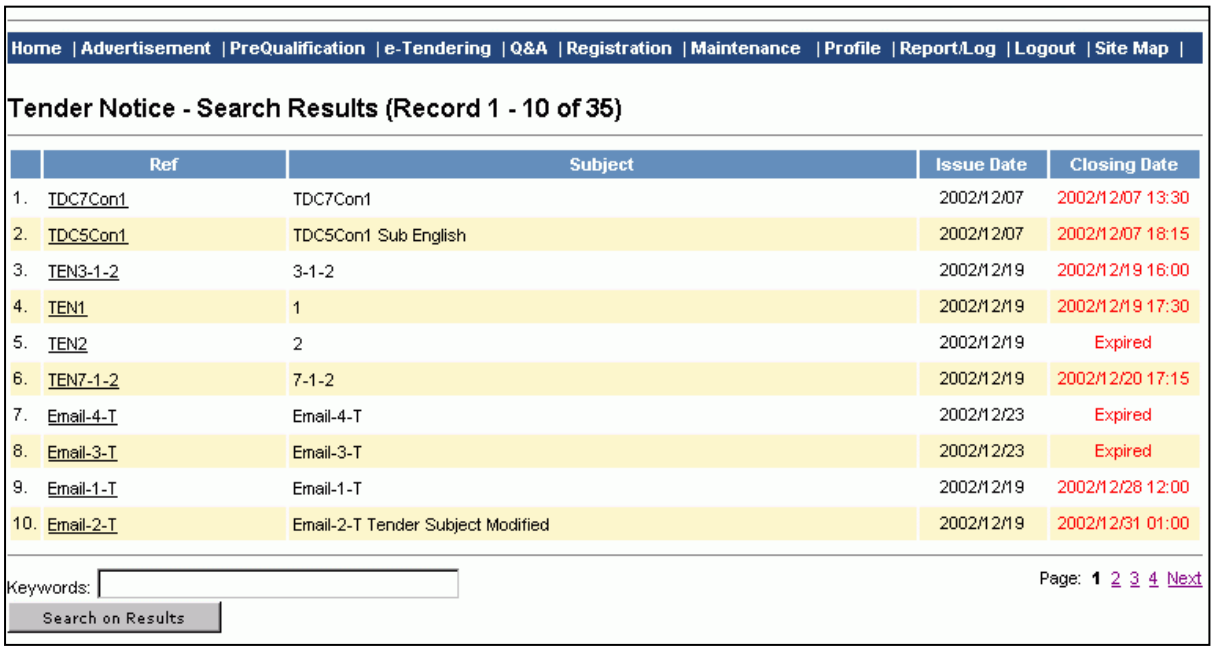
B. Post Tender Addendum

This function is controlled by the access right of "Create Addendum" and "Search" under "Tender Notice".

Step 1. Go to the menu bar at the top and click "Search Tender Notice".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Tender Notice - Search
To refine your search results, select multiple filters below.
Trade
[Please select]
Closing Date
2003 03 07 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

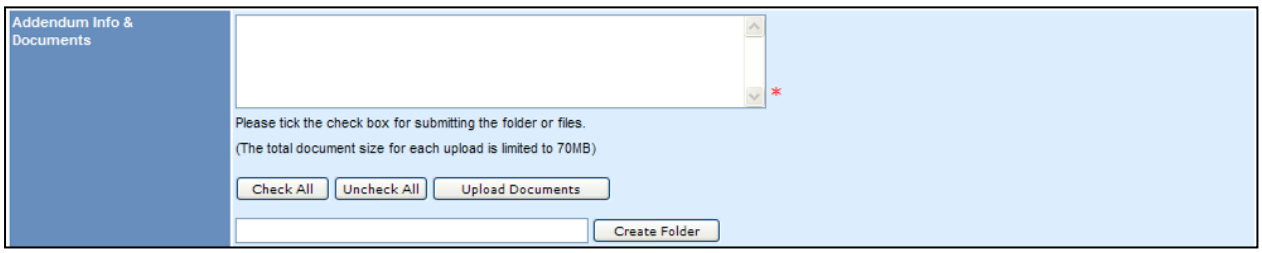
Step 2. Select the tender notice by clicking the "Ref" link.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Tender Notice - Search Results (Record 1 - 10 of 35)
Ref
Subject
Issue Date
Closing Date
1. TDC7Con1 TDC7Con1 2002/12/07 2002/12/07 13:30
2. TDC5Con1 TDC5Con1 Sub English 2002/12/07 2002/12/07 18:15
3. TEN3-1-2 3-1-2 2002/12/19 2002/12/19 16:00
4. TEN1 1 2002/12/19 2002/12/19 17:30
5. TEN2 2 2002/12/19 Expired
6. TEN7-1-2 7-1-2 2002/12/19 2002/12/20 17:15
7. Email-4-T Email-4-T 2002/12/23 Expired
8. Email-3-T Email-3-T 2002/12/23 Expired
9. Email-1-T Email-1-T 2002/12/19 2002/12/28 12:00
10. Email-2-T Email-2-T Tender Subject Modified 2002/12/19 2002/12/31 01:00
Keywords:
Search on Results
Page: 1 2 3 4 Next

Step 3. Type the addendum information with maximum of 500 characters and upload the file for the addendum.
Create new folder by typing the folder name then click the "Create Folder" button.

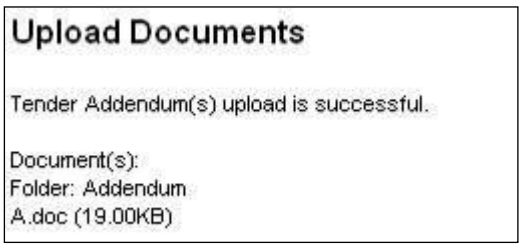
Upload tender addendum files by clicking “Browse” button and select file.
Press “More File” button to repeat attachment of more files if necessary.
Press “Upload Documents” to confirm.
Only those folders and files with a checked checkbox would be uploaded.

Repeat the above steps for adding more folders as required.


Addendum Info & Documents
Please tick the check box for submitting the folder or files.
(The total document size for each upload is limited to 70MB)
Check All
Uncheck All
Upload Documents
Create Folder

Note:
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 4. An acknowledgement message will be shown. An email about addendum will be sent to the approver assigned for the project.



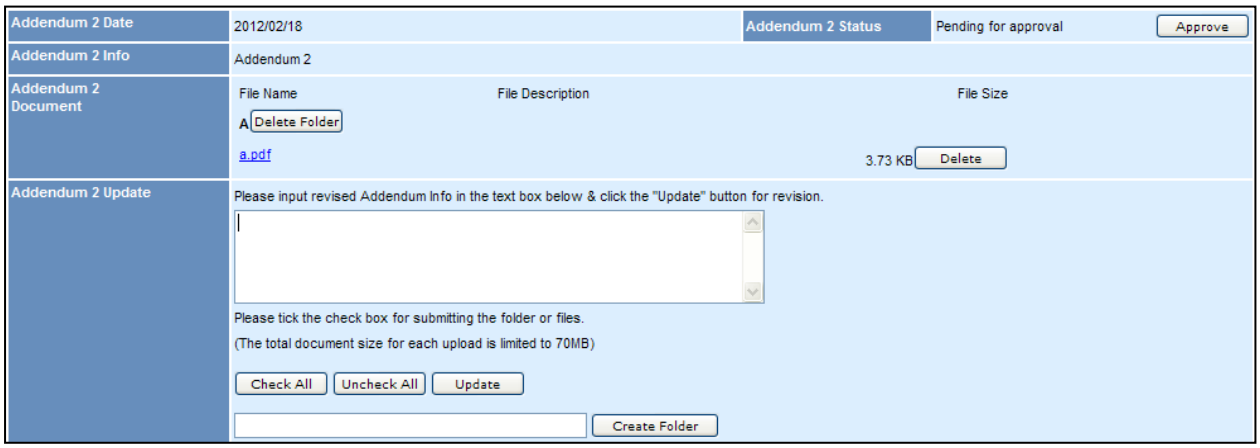
C. Modify Addendum Document & Info

Note this function is controlled by the access right of “Create Addendum” or “Post Addendum” under “Tender Notice”. And it should only be allowed to update on existing addendum if the addendum is not yet approved.

Step 1. Go to the menu bar at the top and click “Search Tender Notice” under “E-Tendering”.

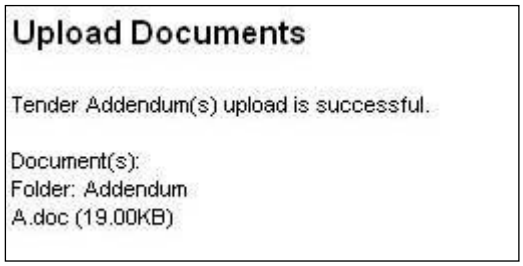
Step 2. Select the tender notice by clicking the “Ref” link.

Step 3. Type in the revised addendum information with maximum of 500 characters.
Upload new files for the existing addendum as follows:
Create new folder by typing the folder name then click the “Create Folder” button. For uploading new file to an existing folder, the name of the existing folder should be typed.
Upload tender document files by clicking “Browse” button and select file.
Press “More File” button to repeat attaching more files if necessary.
Press “Update” to confirm.
Only those folders and files with a checked checkbox would be uploaded.

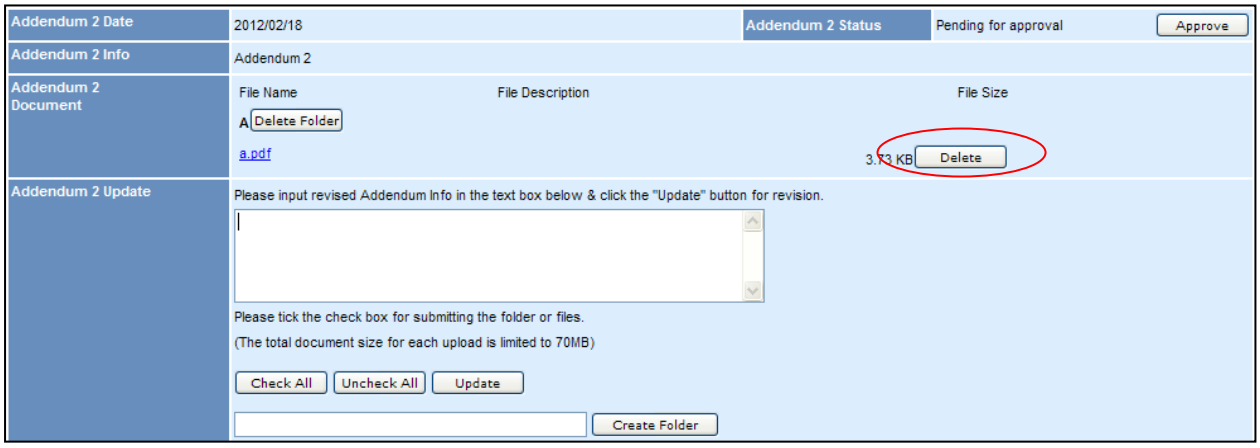


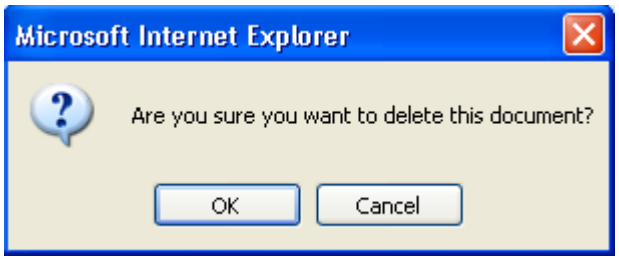
Note:
- Folder Name is limited to 128 characters
- File Name is limited to 255 characters

Step 4. An acknowledgement message will be shown.



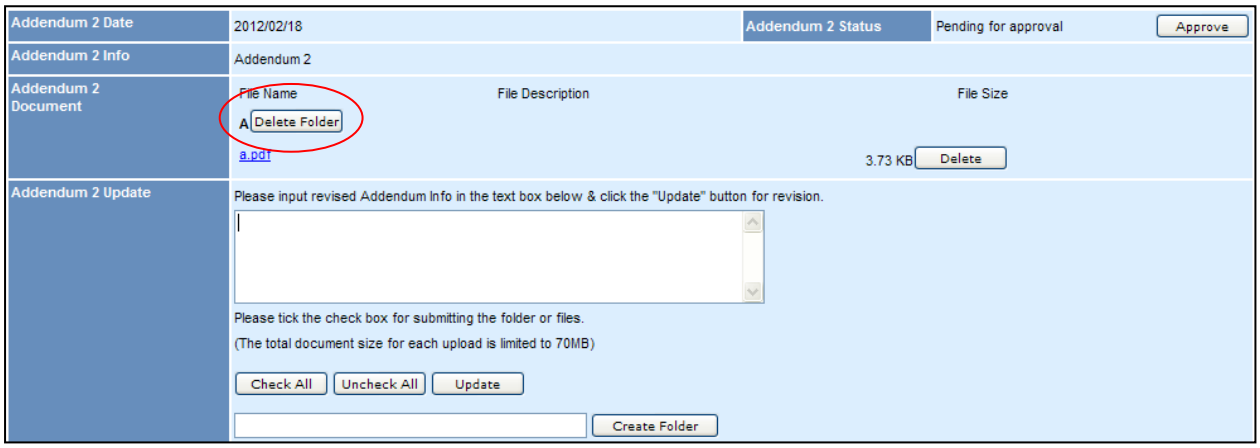
Step 5. For deletion of individual file, click on the "Delete" button beside the addendum document and then click "OK" to continue. If procurer wants to change the description in one of the addendum document file, user can upload the same addendum document file with different description. System will automatically update the description.

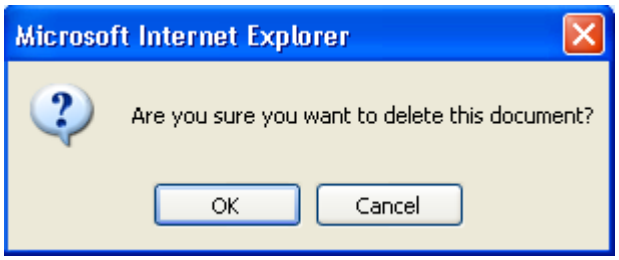




Step 6. The acknowledgement of deleting addendum file is as below.

Step 7. To delete all contents in a folder, click "Delete Folder" button next to the addendum folder and then click "OK" to continue.





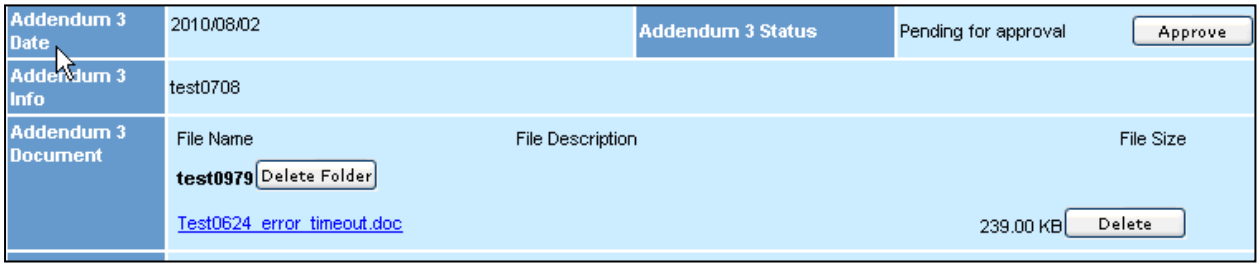
Step 8. The acknowledgement of deleting addendum file folder is as below.

D. Approve Tender Addendum

Step 1. Go to the menu bar at the top and click “Search Tender Notice” under “E-Tendering”.

Step 2. Select the tender notice by clicking the “Ref” link.

Step 3. Click the hyperlink to download and view the file. Press “Approve” button to approve. This button is controlled by the access right of “Post Addendum” under “Tender Notice”.



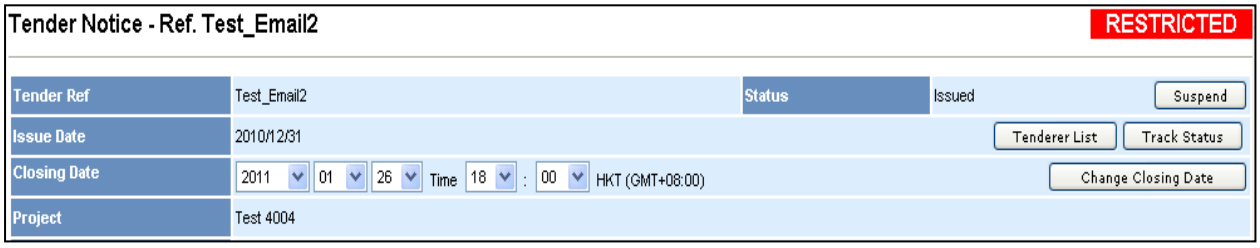
Step 4. Click “OK” button in screen below to confirm approval.

Step 5. An acknowledgement message will be shown. The system will send email about tender addendum to all the tenderers in the tenderer list.

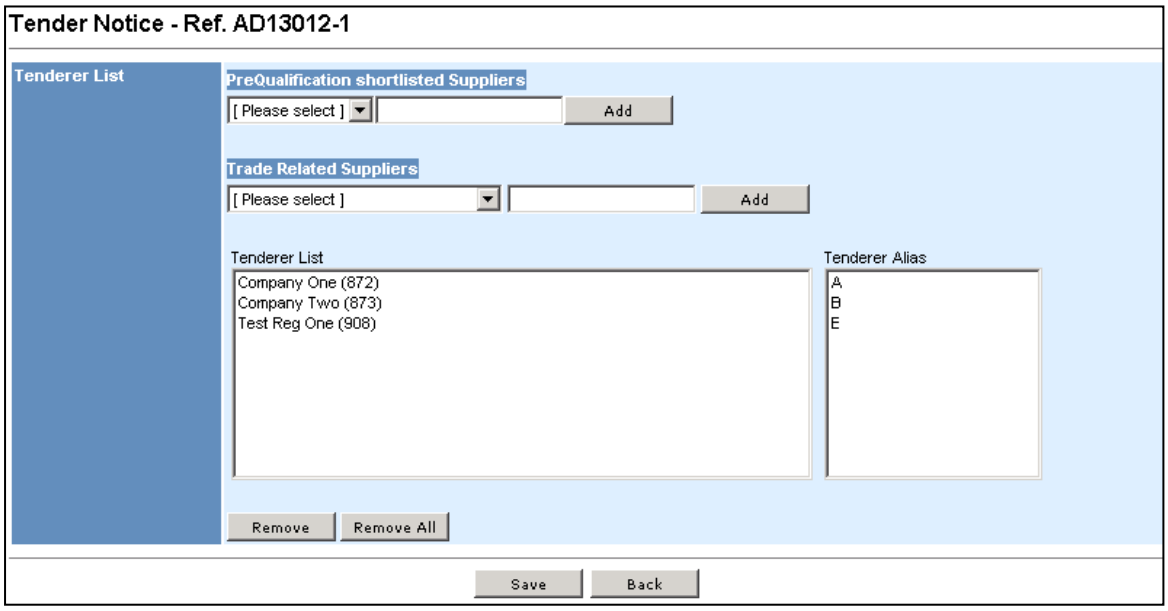
Note : For Open Tender, those contractors being registered in the Tracking Status Report, i.e. downloading tender document, downloading tender query file, downloading tender query answer file, downloading addendum file, will receive e-mail about tender addendum. Moreover, those contractors submitted tender offer or tender query will also receive e-mail about tender addendum.

E. Check / Edit Tenderer List & Check Tenderers' Status

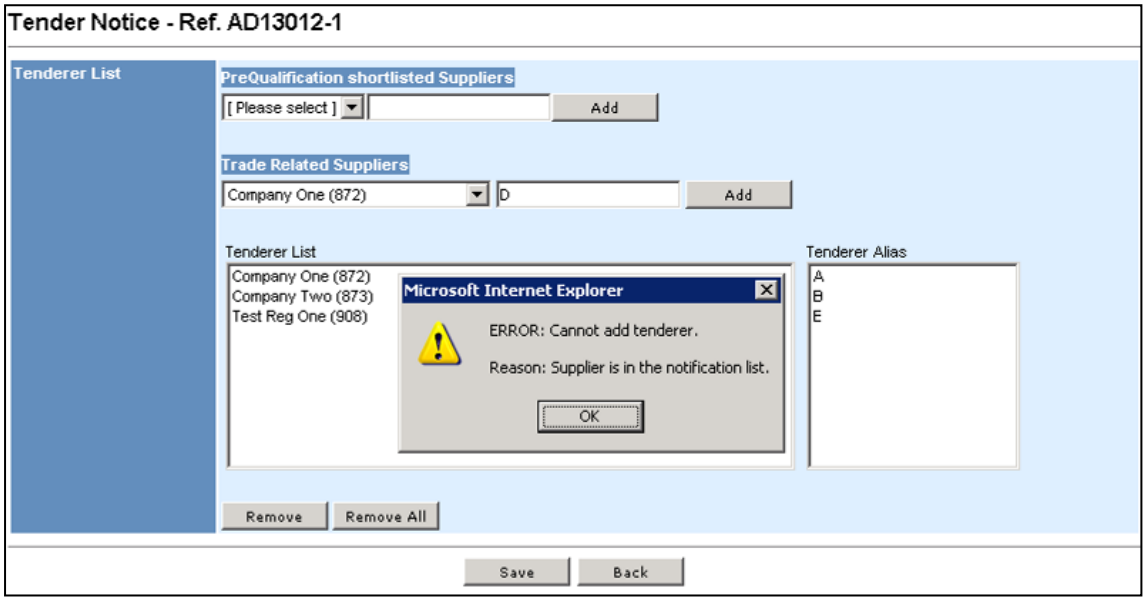
Step 1. Find the specific tender and click “Tenderer List” button. This button is controlled by the access right of “Check & Amend Tenderer List” under “Tender Notice”.



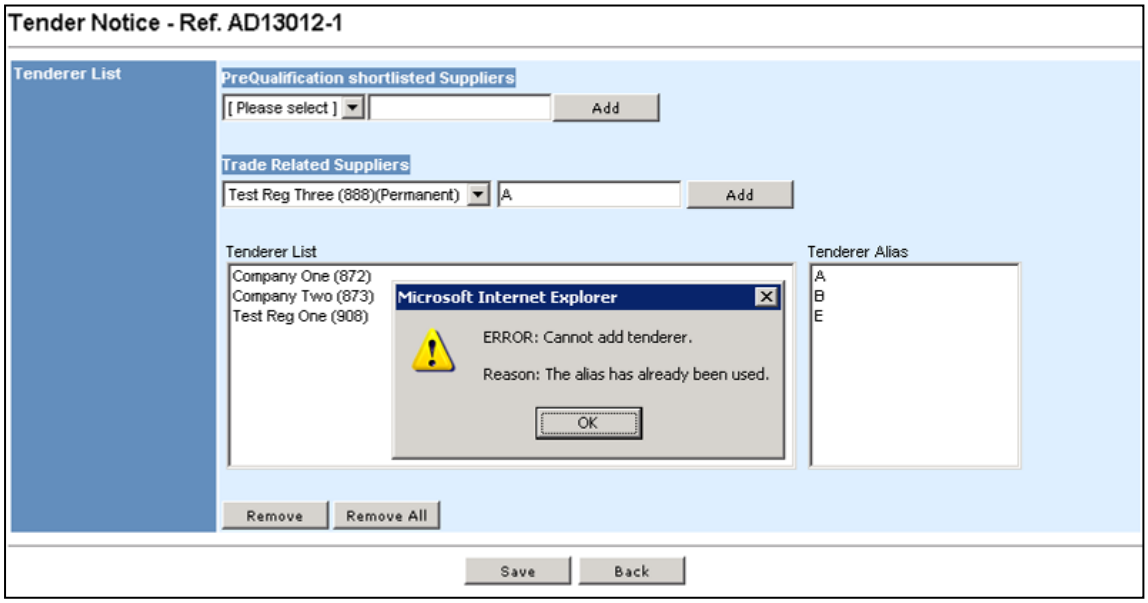
Step 2. The tenderer list will be shown.



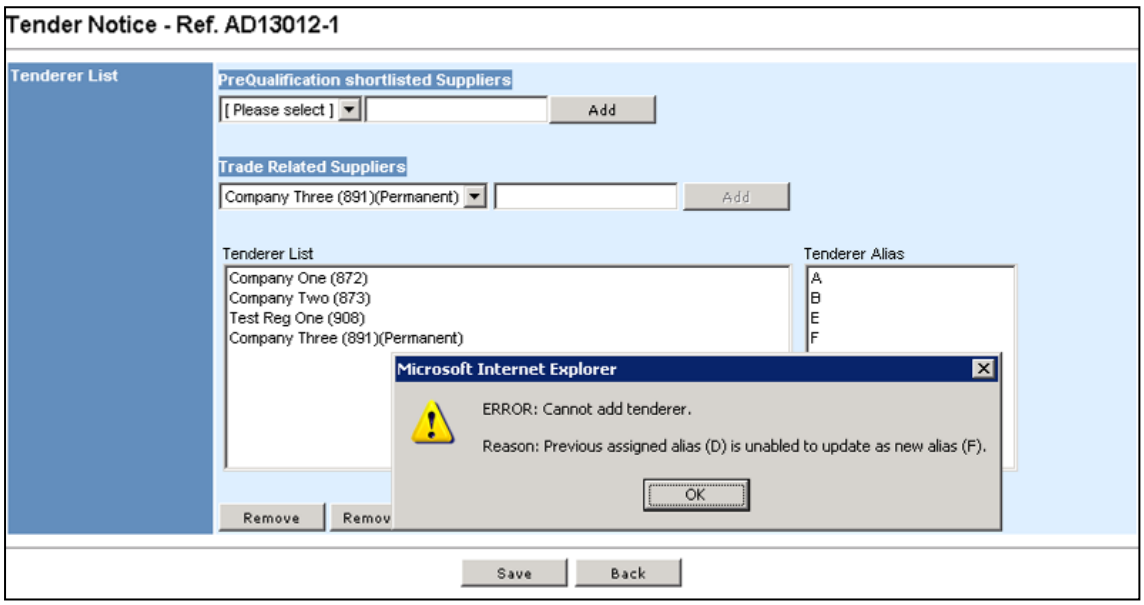
- The following message will be prompted if the supplier already in the list:



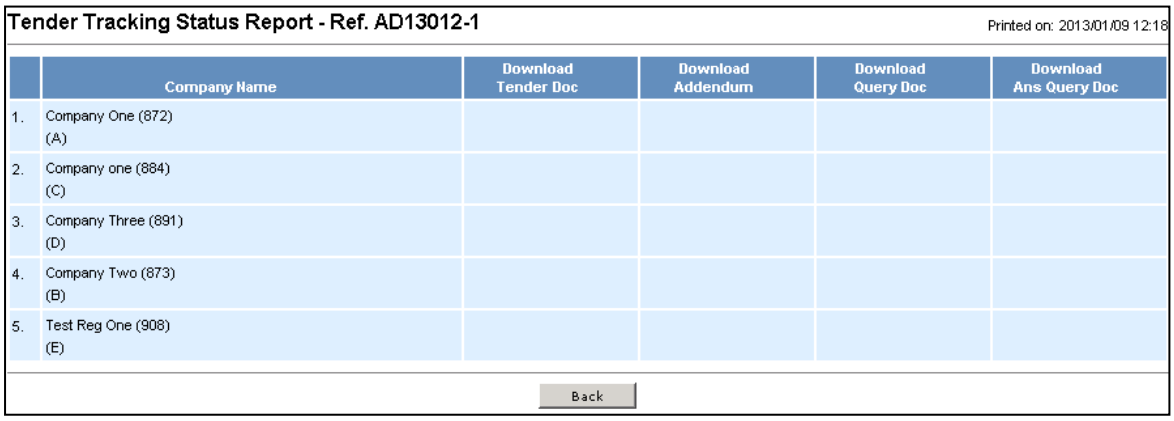
- The following message will be prompted if the alias is already used.



- Once the tender is issued out, the system will remember the alias, you must add the supplier which removed from the list as the same previous alias.



Step 3. Press "Track Status" button to view the status for documents download as below. The "Track Status" button is controlled by the access right of "Check Status" under "Tender Notice".

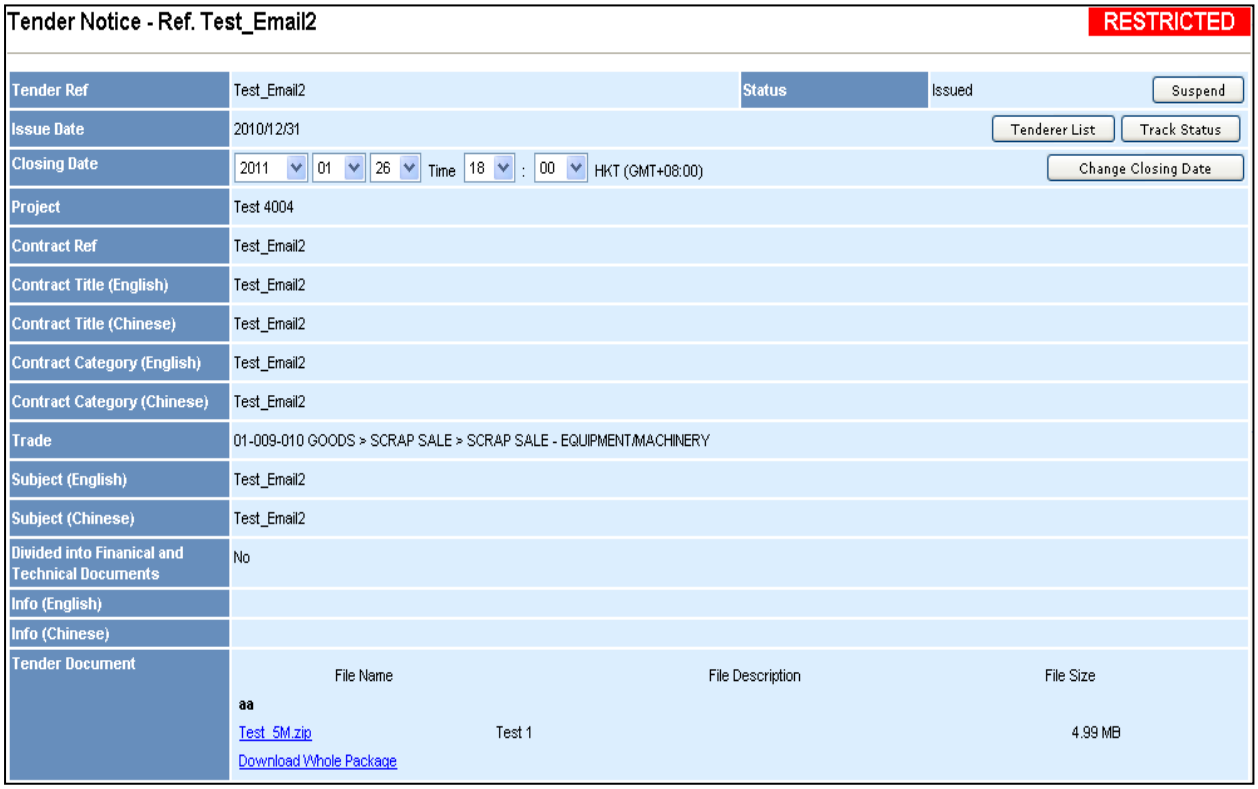

Tender Tracking Status Report - Ref. AD13012-1
Printed on: 2013/01/09 12:18
Company Name
Download Tender Doc
Download Addendum
Download Query Doc
Download Ans Query Doc
1. Company One (872) (A)
2. Company one (884) (C)
3. Company Three (891) (D)
4. Company Two (873) (B)
5. Test Reg One (908) (E)
Back

F. Postpone / Advance Tender Notice

Step 1. Find the specific tender.

Step 2. Change the closing date / time.

Step 3. Click on "Change closing Date" button to either advance or postpone the tender closing date / time. This button is controlled by the access right of "Postpone" under "Tender Notice".



Step 4. Click "OK" button to confirm changing of closing date / time.

Step 5. An acknowledgement message will be shown. Email notification will be sent to the tenderers in the tenderer list. For Open Tender, all contractors of approved or expired status will receive the email notification.

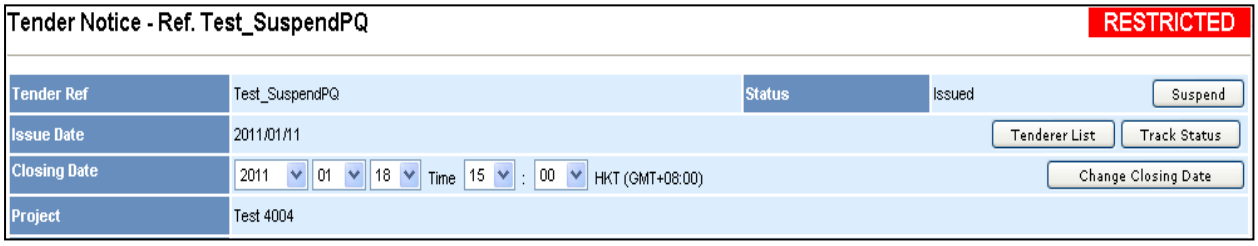
Advance/Postpone Tender

Update is successful.
2004/09/09 03:30 => 2004/09/10 03:30 HKT (GMT+08:00)

G. Suspend Tender Notice

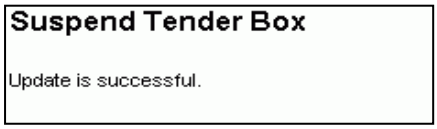
Step 1. Find the specific tender.

Step 2. Press “Suspend” to suspend the tender notice. This button is controlled by the access right of “Suspend” under “Tender Notice”.



Step 3. Click “OK” to confirm the suspension.

Step 4. An acknowledgement message will be shown. Email notification will be sent to the tenderers in the tenderer list. The tender notice will be disabled immediately after the suspension of the tender. For Open Tender, all contractors of approved or expired status will receive the email notification.



From: etender@mtr.com.hk Sent: Mon 3/10/03 3:23 PM
To: vincent_liu@go-business.com.hk
Cc:
Subject: Suspend Tender Notice - www.hkextender.com (e-Tendering)

To : Global e-Business Services Limited
Dear Sir/Madam,

Please note that the following tender has been suspended. We apologise for any inconvenience caused.

Tender Information
==========
Tender Ref : TEN03015
Project : Project One
Contract Title : AD03015
Issue Date : 2003/03/06
Closing Date & Time : 2003/05/01 00:00 HKT (GMT+08:00)
==========

If you have any enquiry, please feel free to contact the following person : -
Name : Purchasing Manager, One
Telephone : 123-456
Facsimile : 123-457
e-Mail : mtr_pm1@hotmail.com

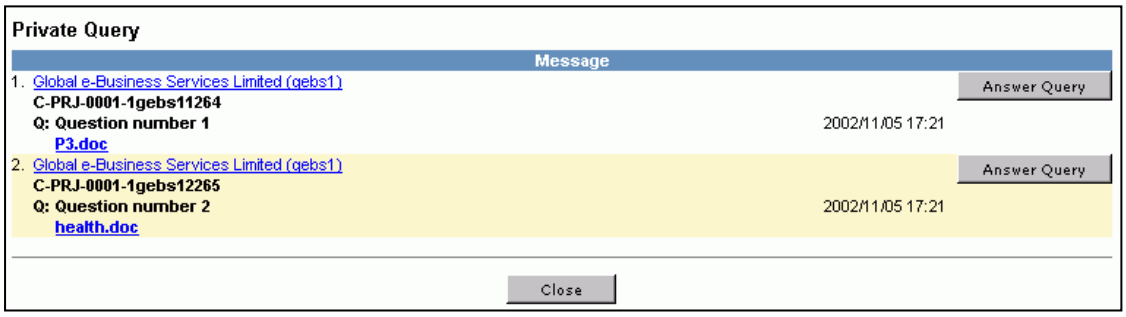
Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

Web : http://www.hkextender.com

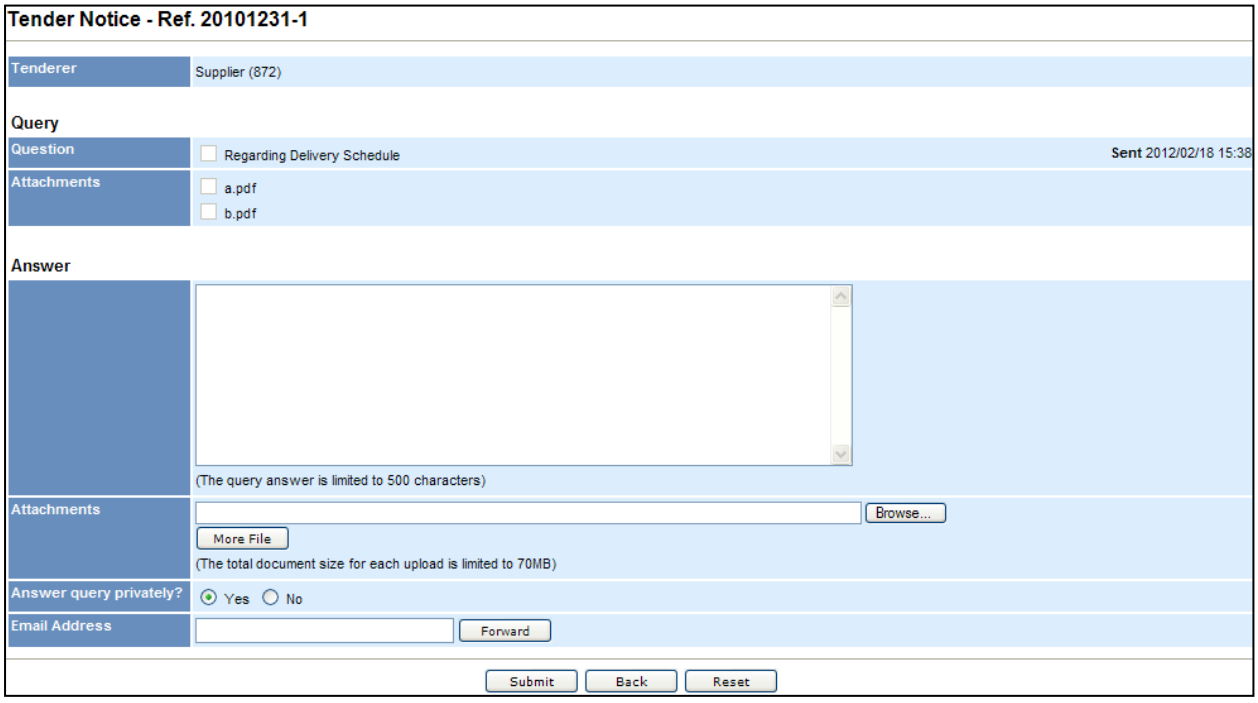
H. Answer Query

Step 1. The procurer's staff, who is assigned the contact person for the tender or creates the tender notice, will receive an email about the queries raised from tenderers.

Step 2. Find the specific tender and query and click "Answer Query" button for the query. This button is controlled by the access right of "Answer Clarification" under "Tender Notice".



Step 3. Enter text in the **Answer** box. Attach document files if any by clicking "Browse" button to choose file(s). More files can be attached by clicking the "More File" button.



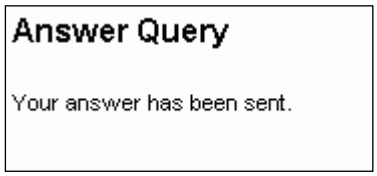
Step 4. The procurer can choose answer query privately (Yes) or publicly (No). The query answer will only email to the tenderer initiated the query no matter procurer answer the query privately or publicly.

Privately – Only the tenderer who submits the query can receive email notification and view the answer in the system.

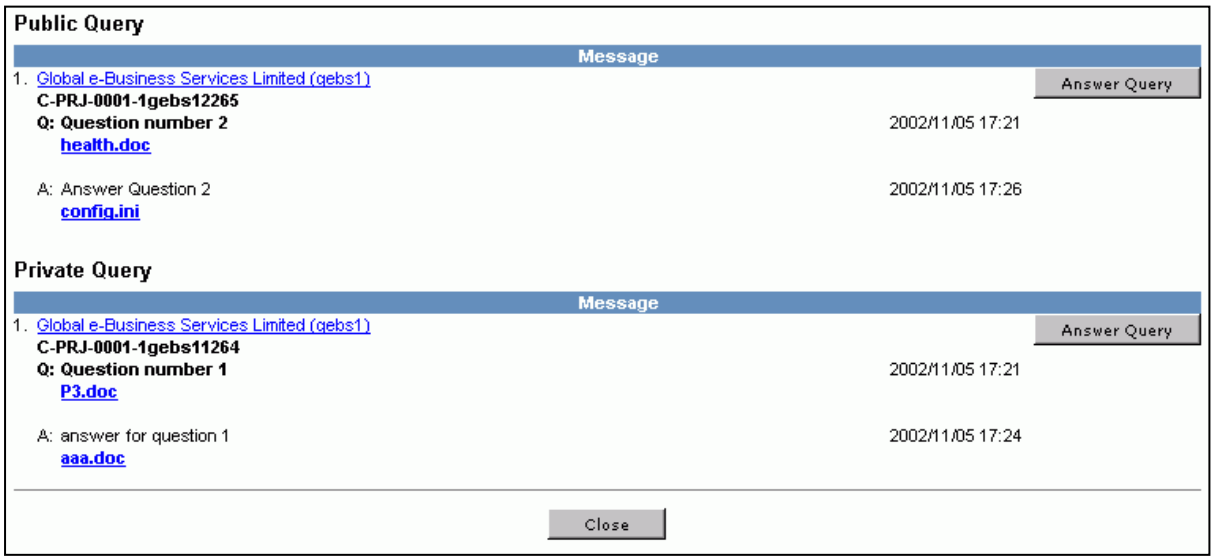
Publicly – All tenderers in the tenderer list for restricted tender and all contractors of approved or expired status for open tender can receive email notification and view the query and answer even they are not the tenderer who submits the query, Procurer can select question and / or attachment to disclose to all contractors. However, the other tenderers cannot see the name of the tenderer submitted the query.

Step 5. The query can be forwarded to other users by inputting the e-mail address and press "Forward Query" button. (No attachment will be forwarded.) The email receiver should log on his/ her account to download the query file. (Only user assigned to the project can download the query file.) If the other users do not have an account in the system, the relevant files should be downloaded and forwarded to the users using ordinary email application.

Step 6. Press "Submit" button when answer has been typed and/or files attached and confirm "OK" for reply to the tenderer. An acknowledgement will be shown.

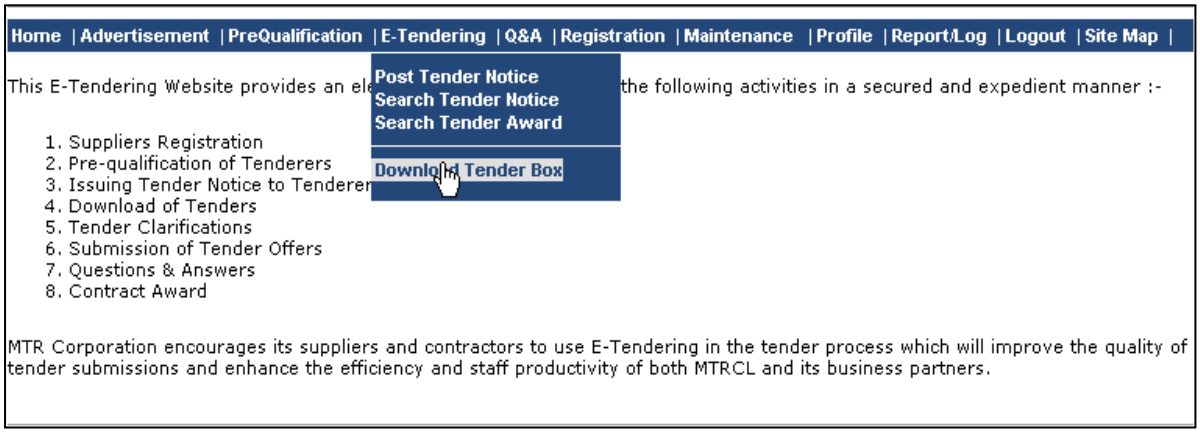


Notes: Private Query would be separated from public query.

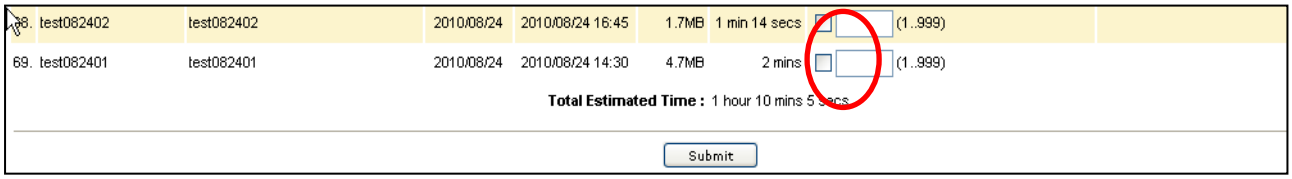


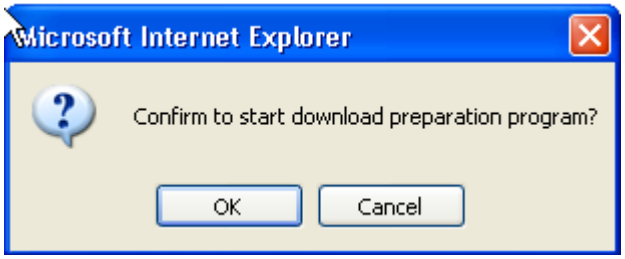
I. Download Tender Box

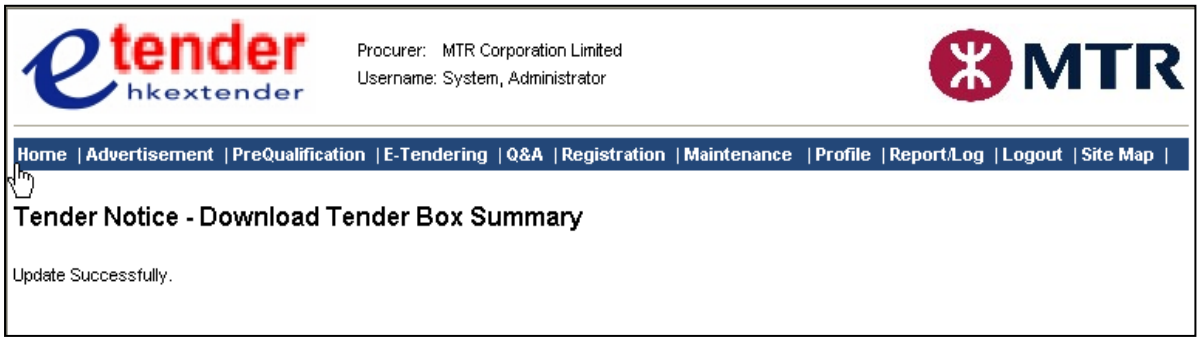
Step 1. Go to the menu bar at the top and click "Download Tender Box". This button is controlled by the access right of "Download Tender Box" under "Tender Box".


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Post Tender Notice
Search Tender Notice
Search Tender Award
Download Tender Box
This E-Tendering Website provides an el
the following activities in a secured and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderer
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTRCL and its business partners.

Step 2. System will show any closed tender and which zip file is not generated. (listed by Contract Ref.). The user can exclude compression / zipping of any tender box by ticking the checkbox. Enter number in the **Rank** Box to set Download Tender Box rank priority, then click "Submit" button.





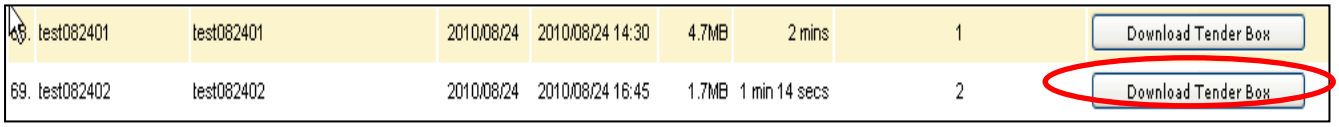

etender
hkextender
Procurer: MTR Corporation Limited
Username: System, Administrator
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Tender Notice - Download Tender Box Summary
Update Successfully.

Step 3. System will then re-arrange the listing sequence according to the priority setting and tender box size (smallest size tender box will be compressed first), show the Tender Box size and estimated time required to complete the validation and compression process. The System

will notify the person under an email address list set in the parameter file via email that the zip file is ready for download.

68.	test082401	test082401	2010/08/24	2010/08/24 14:30	4.7MB	2 mins	1	Tender submission files compression
69.	test082402	test082402	2010/08/24	2010/08/24 16:45	1.7MB	1 min 14 secs	2	Tender submission files compression

Step 4. System will show the "Download Tender Box" button when the zip file is ready for download. Press "Download Tender Box" to download the tender offers.

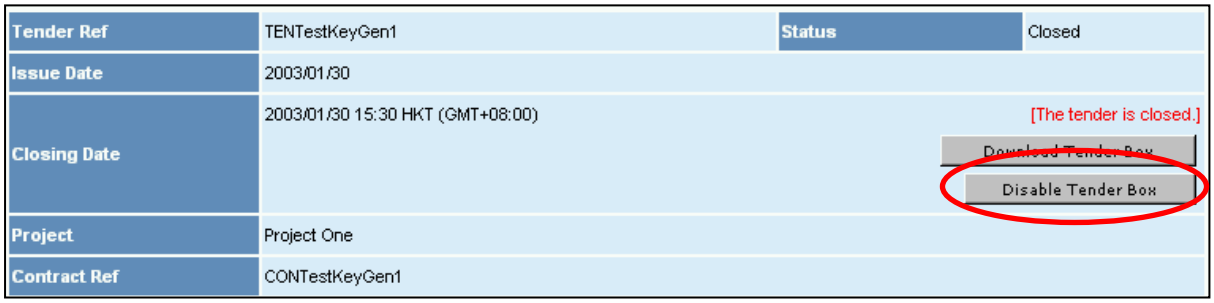


Note: If no ranking provided, just click "Submit" button, the files will download according to the closing time and file size (small size file will download first).

J. Disable Download Tender Box

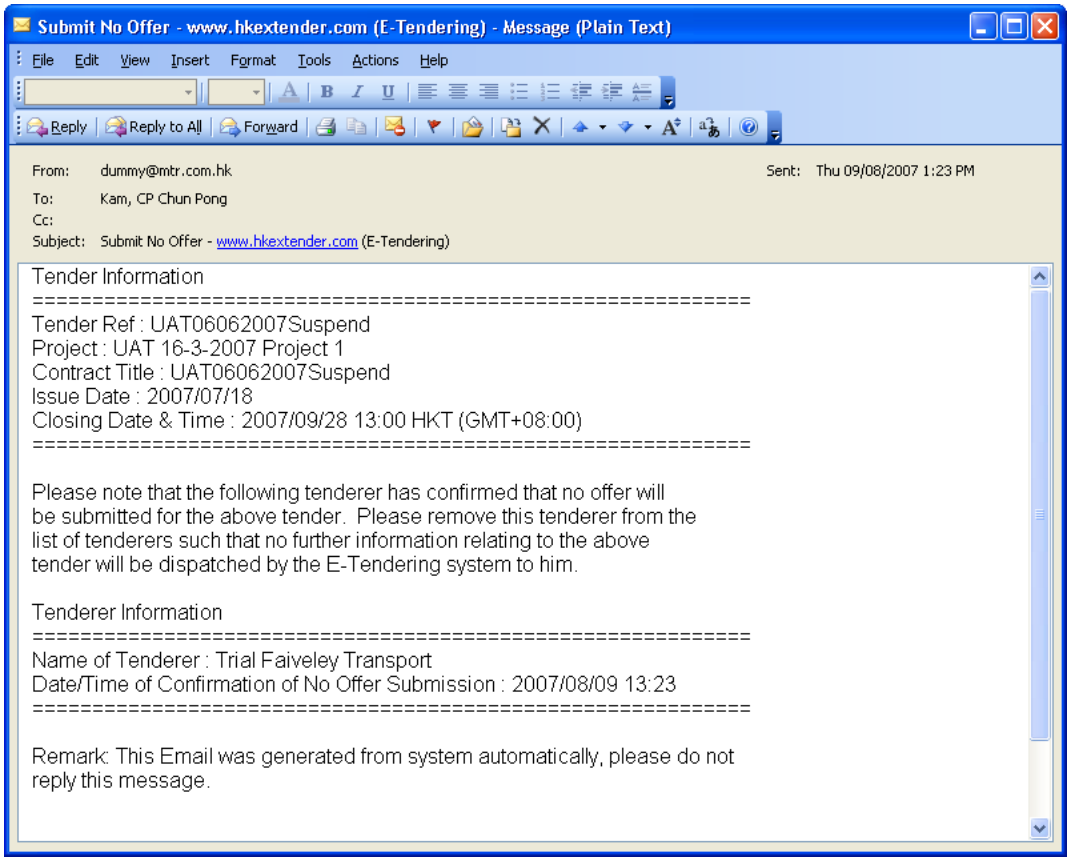
Step 1. Find the specific tender which has been closed.

Step 2. Press “Disable Tender Box” to disable further downloads of the tender offers. This button is controlled by the access right of “Disable Tender Box Download” under “Tender Box”.



K. Receive No Offer

If tenderer uses the Submit No Offer function to decline submission of a tender offer, the procurer user assigned for Receive No Offer under the project setup will receive the following email notification generated by the system.


Submit No Offer - www.hkextender.com (E-Tendering) - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: dummy@mtr.com.hk
Sent: Thu 09/08/2007 1:23 PM
To: Kam, CP Chun Pong
Cc:
Subject: Submit No Offer - www.hkextender.com (E-Tendering)
Tender Information
==========
Tender Ref : UAT06062007Suspend
Project : UAT 16-3-2007 Project 1
Contract Title : UAT06062007Suspend
Issue Date : 2007/07/18
Closing Date & Time : 2007/09/28 13:00 HKT (GMT+08:00)
==========
Please note that the following tenderer has confirmed that no offer will be submitted for the above tender. Please remove this tenderer from the list of tenderers such that no further information relating to the above tender will be dispatched by the E-Tendering system to him.
Tenderer Information
==========
Name of Tenderer : Trial Faiveley Transport
Date/Time of Confirmation of No Offer Submission : 2007/08/09 13:23
==========
Remark: This Email was generated from system automatically, please do not reply this message.

X. Open Tender Box

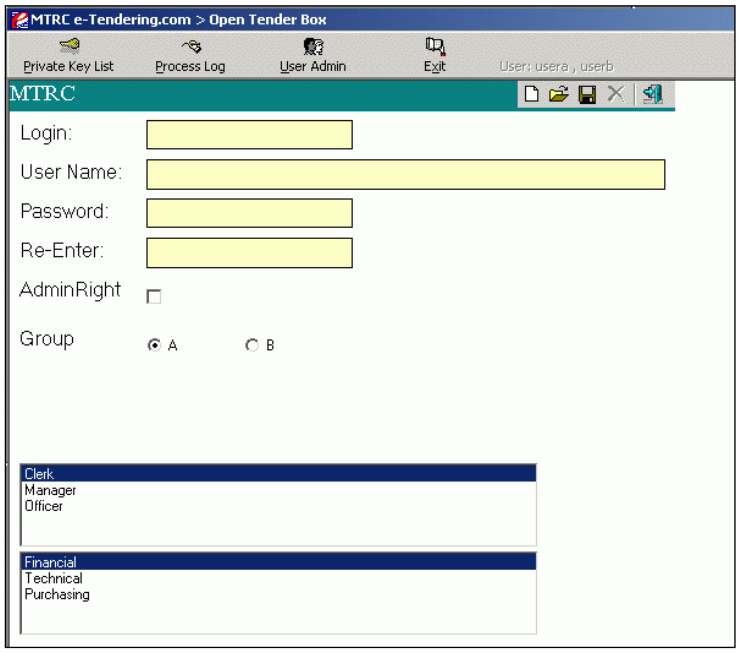
Step 1. Click and Open “Open Tender Box” icon

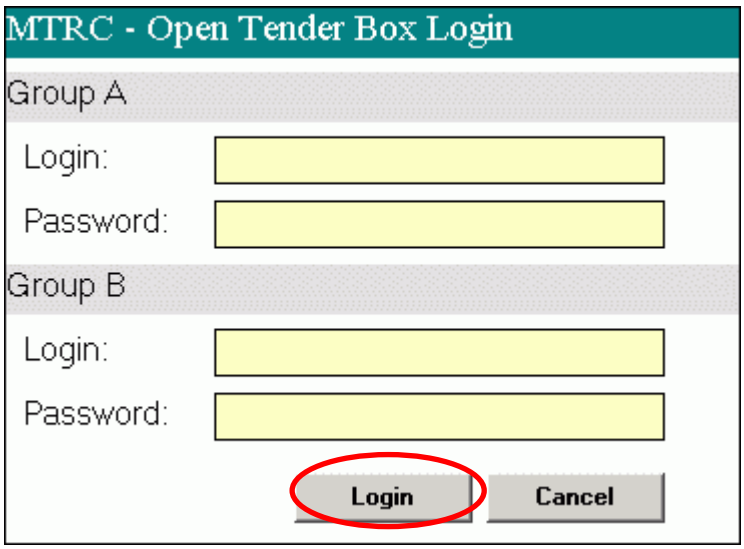
Step 2. Logon and enter password for Group A and B users.

Step 3. Click “Login”

Step 4. The open tender box program is restricted to have one user in group A, another user in group B.

New user can be created by system administrator. Every time one new user can be created. The system administrator can assign user belongs to group A or group B by selecting the radio button.



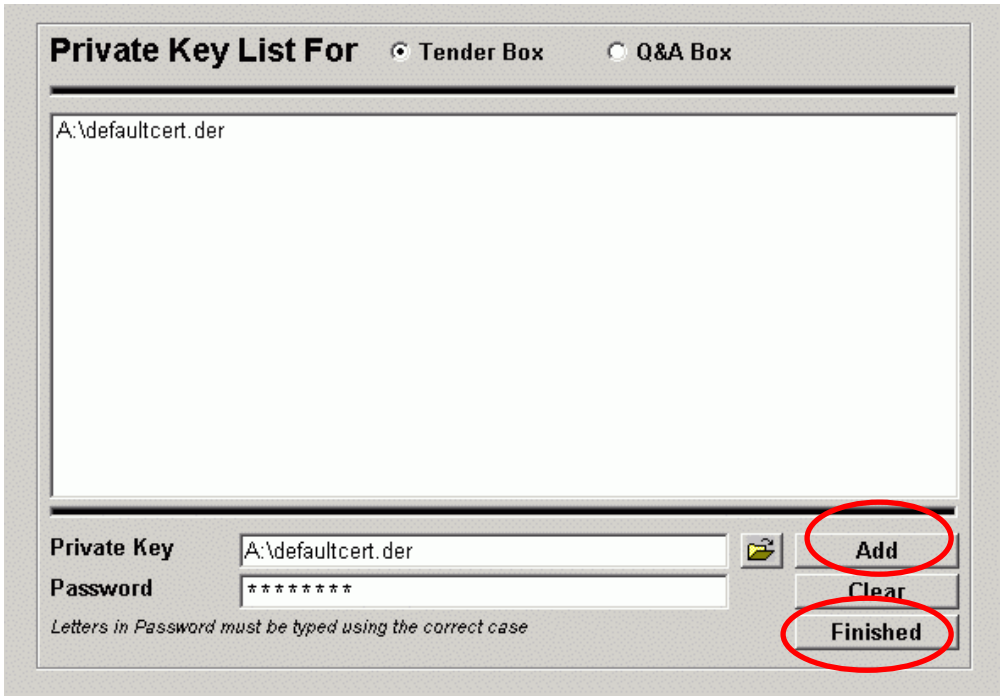


Step 5. Select “Tender Box” under “Private Key List for”.

Step 6. Select the file for the Corporation’s Key or the key generated for the tender by clicking the “Browse” button and enter password.

Step 7. Click “Add” button.

Step 8. Click “Finished” button

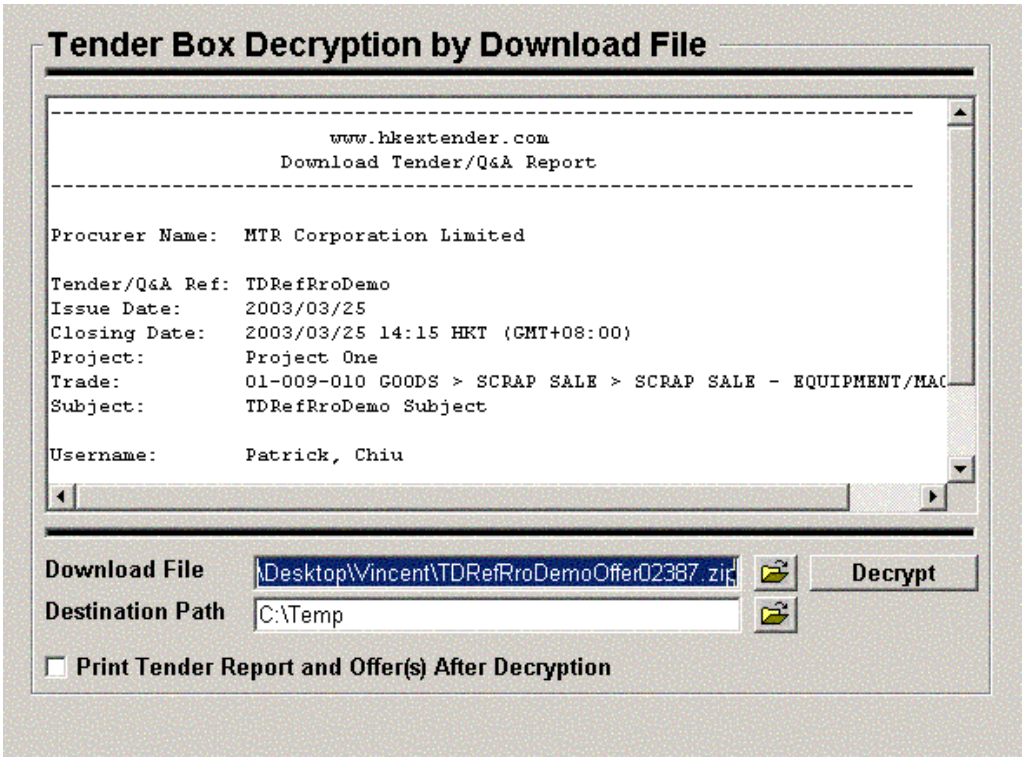


Step 9. Locate the tender offer by clicking the “Browse” button.

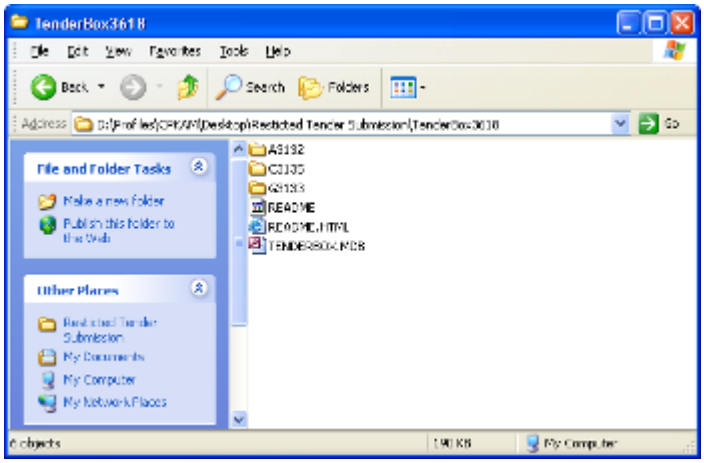
Step 10. Check “Print Tender Report and Offer(s) after Decryption” if required.

Step 11. Identify the destination of the decrypted file by clicking the “Browse” button.

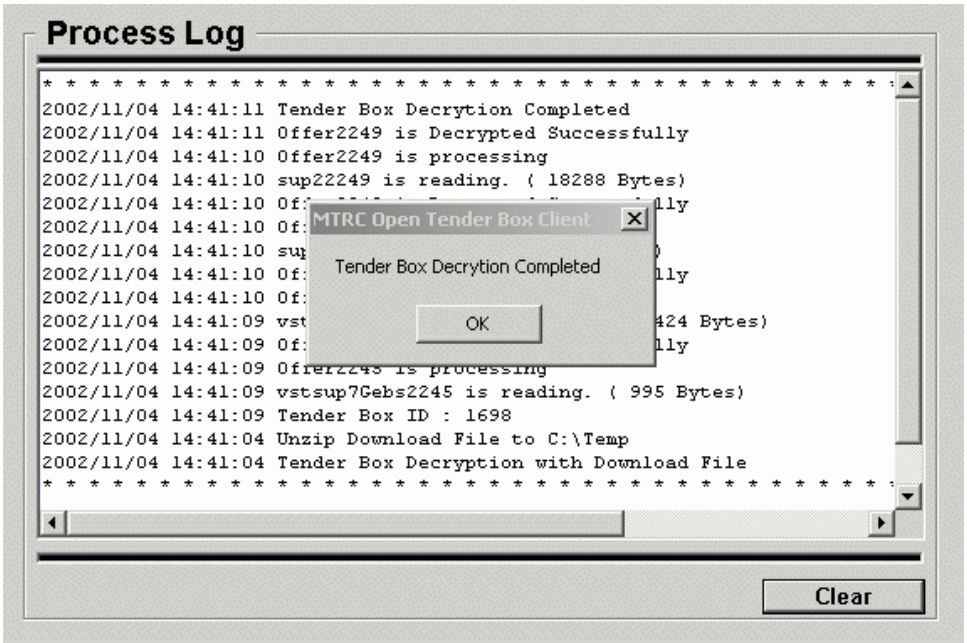
Step 12. Click “Decrypt”.



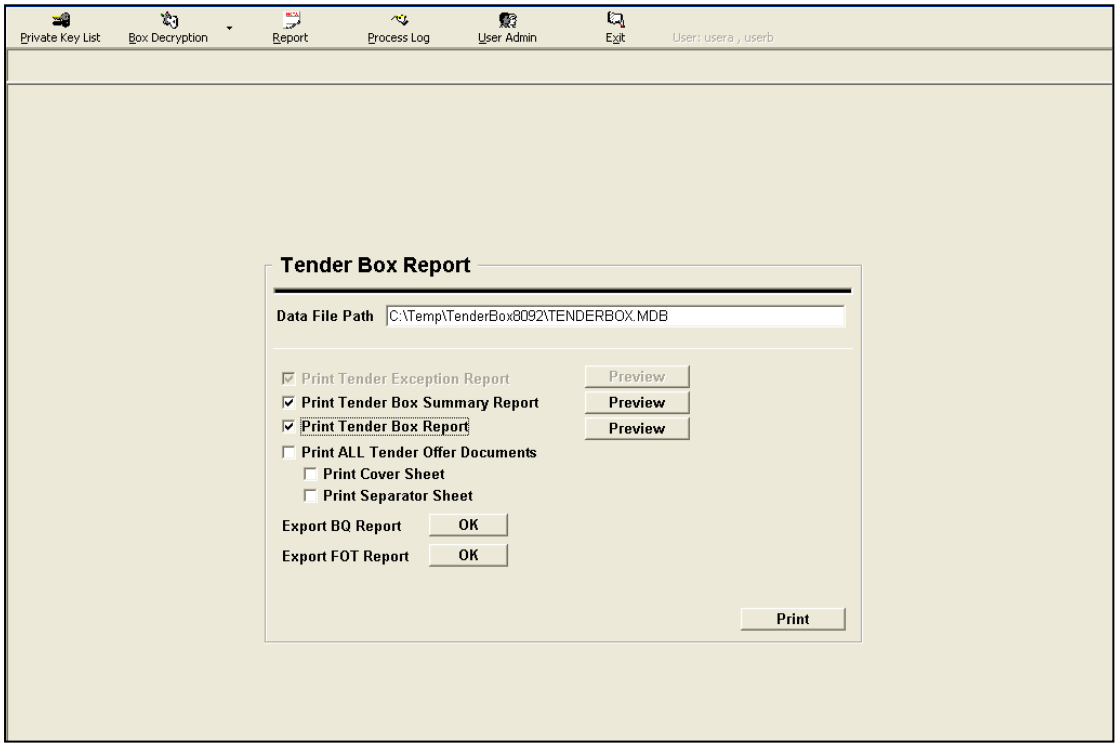
The tender submissions will be stored in a folder named as “TenderBox+tender box no.” in the destination path. Tender offers will be stored in separate folders according to the tenderer’s alias and the Tender Offer ID as follows:



Step 13. Click “OK” under “Tender Box Decryption Completed” dialogue. View Process Log for the completion of decryption.


Process Log
2002/11/04 14:41:11 Tender Box Decrytion Completed
2002/11/04 14:41:11 Offer2249 is Decrypted Successfully
2002/11/04 14:41:10 Offer2249 is processing
2002/11/04 14:41:10 sup22249 is reading. (18288 Bytes)
MTRC Open Tender Box Client
Tender Box Decrytion Completed
OK
2002/11/04 14:41:09 vstsup7Gebs2245 is reading. (995 Bytes)
2002/11/04 14:41:09 Tender Box ID : 1698
2002/11/04 14:41:04 Unzip Download File to C:\Temp
2002/11/04 14:41:04 Tender Box Decryption with Download File
Clear

Step 14. Click “Preview” to preview tender box report and tender box summary report or exception report, select “Print Tender Box Report” and “Print Tender Box Summary Report” or “Print Tender Box Exception Report” if any exception find during open tender process and then click “Print” to print the Tender Box Report and Tender Box Summary Report. All tender offer documents can be printed by select “Print All Tender Offer Documents” and then click “Print”.



For non two-envelop submission, system will generate following Tender Box Report after tender box open.

Tender Box Report
MTR Corporation Limited

All Date/Time in this report are HK Time (GMT+08:00)

Tender Box ID	430	**Report Print Date**	2013/01/14
Tender ID	430	**Download Date**	2013/01/14 11:29:14.00
Tender Ref No.	20130114-1	**Decryption Date**	2013/01/14 11:30:15.00
Procurer Name	MTR Corporation Limited	**Issuing Date**	2013/01/14 00:00:00.00
		Closing Date	2013/01/14 09:46:00.00

Category Description
Tender Information

Tender Offer ID	468		
Supplier Name	Company One (A)	**Supplier ID**	872
Encrypted File	00872_00430_1301140936.offer	**Upload Start Time**	2013/01/14 09:37:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:37:19.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

Tender Offer ID	469		
Supplier Name	Company One (A)	**Supplier ID**	872
Encrypted File	00872_00430_1301140937.offer2	**Upload Start Time**	2013/01/14 09:37:47.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:37:47.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	ABCDEFGHIJKLMNOPQRSTUVWXYZ1_.-&().txt	(Not Printed)	

Tender Offer ID	470		
Supplier Name	Company one (B)	**Supplier ID**	884
Encrypted File	00884_00430_1301140939.offer	**Upload Start Time**	2013/01/14 09:39:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:39:19.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

Tender Offer ID	472		
Supplier Name	Company Three (C)	**Supplier ID**	891
Encrypted File	00891_00430_1301140942.offer	**Upload Start Time**	2013/01/14 09:42:47.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:42:47.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	

Page 1

Attachment File Name	ABCDEFGHIJKLMNOPQRSTUVWXYZabcd efghijklmnopqrstuvwxyz0123456789_.-&().txt	(Not Printed)	

Tender Offer ID	473		
Supplier Name	Company Two (D)	**Supplier ID**	873
Encrypted File	00873_00430_1301140943.offer	**Upload Start Time**	2013/01/14 09:43:26.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:43:26.00
No of Attachment	1	**Offer Type**	New
		Response Type	No Offer
Attachment File Name	form.doc	(Not Printed)	

Tender Offer ID	474		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140944.offer	**Upload Start Time**	2013/01/14 09:44:36.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:44:36.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

Tender Offer ID	475		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140944.offer2	**Upload Start Time**	2013/01/14 09:45:00.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:45:00.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	ABCDEFGHIJKLMNOPQRSTUVWXYZ1_.-&().txt	(Not Printed)	

Tender Offer ID	476		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140945.offer	**Upload Start Time**	2013/01/14 09:45:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:45:19.00
No of Attachment	1	**Offer Type**	New
		Response Type	No Offer
Attachment File Name	form.doc	(Not Printed)	

*** END OF REPORT ***

Tender Box Report

MTR Corporation Limited

All Date/Time in this report are HK Time (GMT+08:00)

Tender Box ID	430	**Report Print Date**	2013/01/14
Tender ID	430	**Download Date**	2013/01/14 10:52:35.00
Tender Ref No.	20130114-1	**Decryption Date**	2013/01/14 11:02:22.00
Procurer Name	MTR Corporation Limited	**Issuing Date**	2013/01/14 00:00:00.00
		Closing Date	2013/01/14 09:46:00.00

Category Description
Tender Information

Tender Offer ID	469		
Supplier Name	Company One (A)	**Supplier ID**	872
Encrypted File	00872_00430_1301140937.offer2	**Upload Start Time**	2013/01/14 09:37:47.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:37:47.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	ABCDEFGHIJKLMNOPQRSTUVWXYZ1_.-&().txt	(Not Printed)	

Tender Offer ID	472		
Supplier Name	Company Three (C)	**Supplier ID**	891
Encrypted File	00891_00430_1301140942.offer	**Upload Start Time**	2013/01/14 09:42:47.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:42:47.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz0123456789_.-&().txt	(Not Printed)	

Tender Offer ID	475		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140944.offer2	**Upload Start Time**	2013/01/14 09:45:00.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:45:00.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	ABCDEFGHIJKLMNOPQRSTUVWXYZ1_.-&().txt	(Not Printed)	

***** END OF REPORT *****

For two-envelop submission, system will generate following Tender Box Report after technical tender box open.

Tender Box Report

MTR Corporation Limited

All Date/Time in this report are HK Time (GMT+08:00)

Tender Box ID	430	**Report Print Date**	2013/01/14
Tender ID	430	**Download Date**	2013/01/14 10:52:40.00
Tender Ref No.	20130114-1	**Decryption Date**	2013/01/14 11:15:05.00
Procurer Name	MTR Corporation Limited	**Issuing Date**	2013/01/14 00:00:00.00
		Closing Date	2013/01/14 09:46:00.00

Category Description
Tender Information

Tender Offer ID	468		
Supplier Name	Company One (A)	**Supplier ID**	872
Encrypted File	00872_00430_1301140936.offer	**Upload Start Time**	2013/01/14 09:37:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:37:19.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

Tender Offer ID	470		
Supplier Name	Company one (B)	**Supplier ID**	884
Encrypted File	00884_00430_1301140939.offer	**Upload Start Time**	2013/01/14 09:39:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:39:19.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

Tender Offer ID	473		
Supplier Name	Company Two (D)	**Supplier ID**	873
Encrypted File	00873_00430_1301140943.offer	**Upload Start Time**	2013/01/14 09:43:26.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:43:26.00
No of Attachment	1	**Offer Type**	New
		Response Type	No Offer
Attachment File Name	form.doc	(Not Printed)	

Tender Offer ID	474		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140944.offer	**Upload Start Time**	2013/01/14 09:44:36.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:44:36.00
No of Attachment	2	**Offer Type**	New
		Response Type	Offer
Attachment File Name	form.doc	(Not Printed)	
	abcdefghijklmnopqrstuvwxyz0_.-&().txt	(Not Printed)	

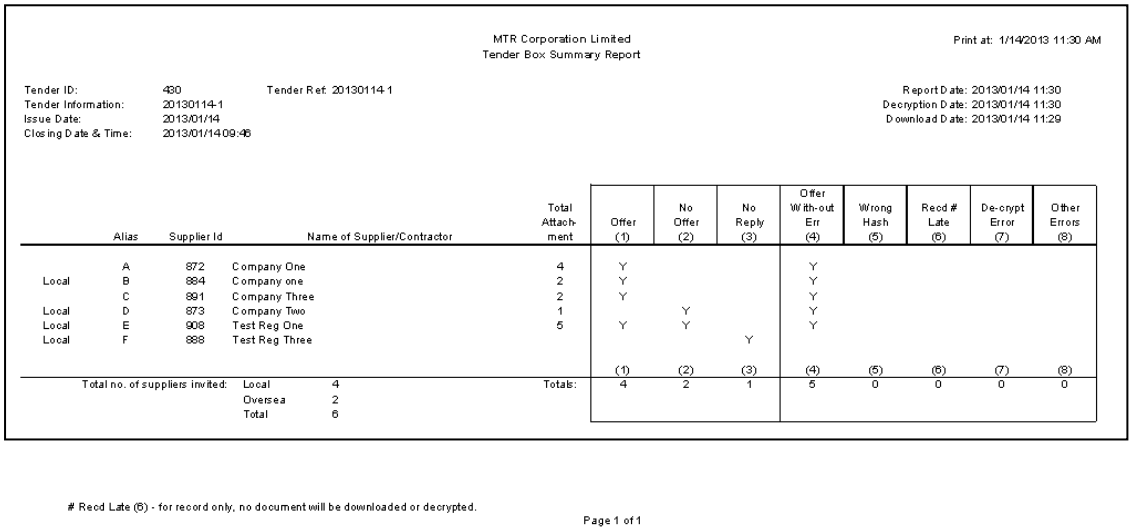
Page 1

Tender Offer ID	476		
Supplier Name	Test Reg One (E)	**Supplier ID**	908
Encrypted File	00908_00430_1301140945.offer	**Upload Start Time**	2013/01/14 09:45:19.00
Status	Decrypted	**Upload End Time**	2013/01/14 09:45:19.00
No of Attachment	1	**Offer Type**	New
		Response Type	No Offer
Attachment File Name	form.doc	(Not Printed)	

*** END OF REPORT ***

Page 2

For non two-envelop submission, system will generate following Tender Box Summary Report after tender box open



MTR Corporation Limited
Tender Box Summary Report

Print at: 1/14/2013 11:30 AM

Tender ID: 430 Tender Ref: 20130114-1
Tender Information: 20130114-1
Issue Date: 2013/01/14
Closing Date & Time: 2013/01/14 09:46

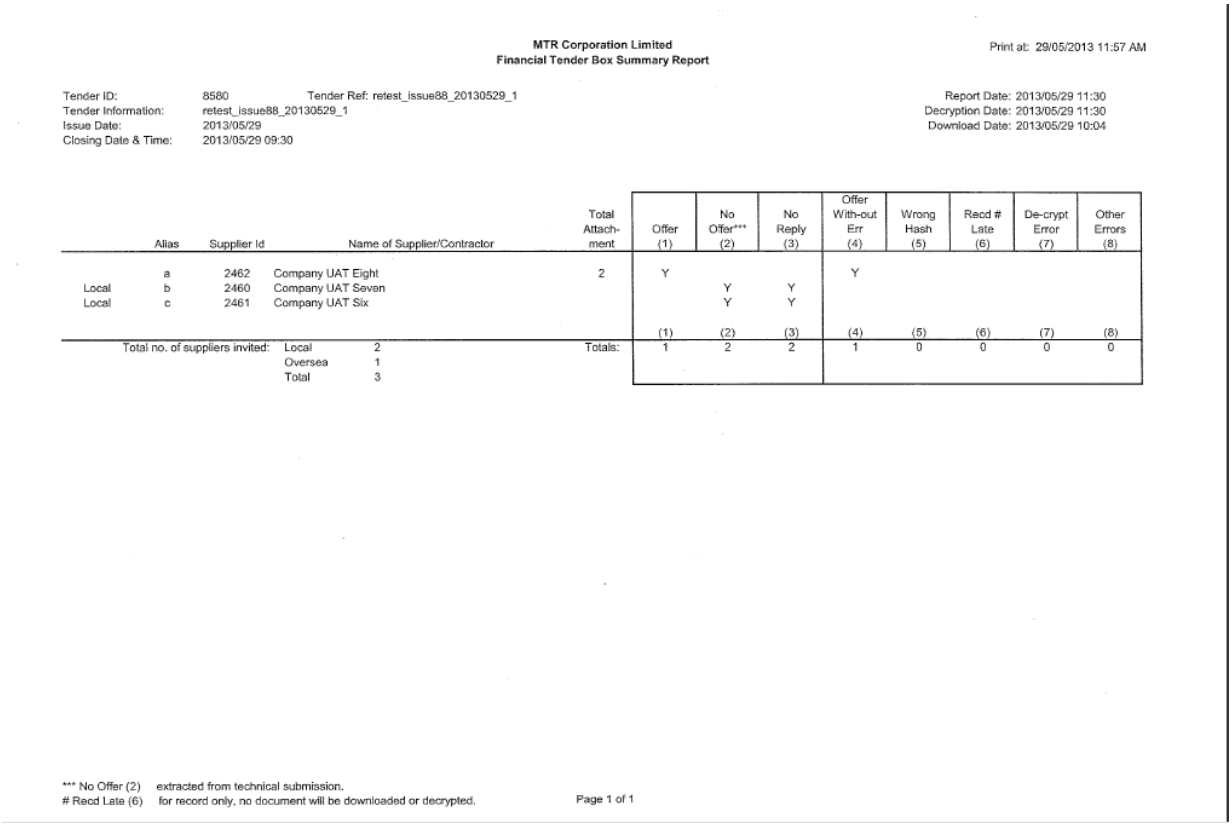
Report Date: 2013/01/14 11:30
Decryption Date: 2013/01/14 11:30
Download Date: 2013/01/14 11:29

	Alias	Supplier Id	Name of Supplier/Contractor	Total Attach-ment	Offer (1)	No Offer (2)	No Reply (3)	Offer With-out Err (4)	Wrong Hash (5)	Recd # Late (6)	De-crypt Error (7)	Other Errors (8)
	A	872	Company One	4	Y			Y				
Local	B	884	Company one	2	Y			Y				
	C	891	Company Three	2	Y			Y				
Local	D	873	Company Two	1		Y		Y				
Local	E	908	Test Reg One	5	Y	Y		Y				
Local	F	888	Test Reg Three				Y					
					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total no. of suppliers invited:		Local	4	Totals:	4	2	1	5	0	0	0	0
		Oversea	2									
		Total	6									

Recd Late (6) - for record only, no document will be downloaded or decrypted.

Page 1 of 1

For two-envelop submission, system will generate following Financial Tender Box Summary Report after financial tender box open.



MTR Corporation Limited
Financial Tender Box Summary Report

Print at: 29/05/2013 11:57 AM

Tender ID: 8580 Tender Ref: retest_issue88_20130529_1
Tender Information: retest_issue88_20130529_1
Issue Date: 2013/05/29
Closing Date & Time: 2013/05/29 09:30

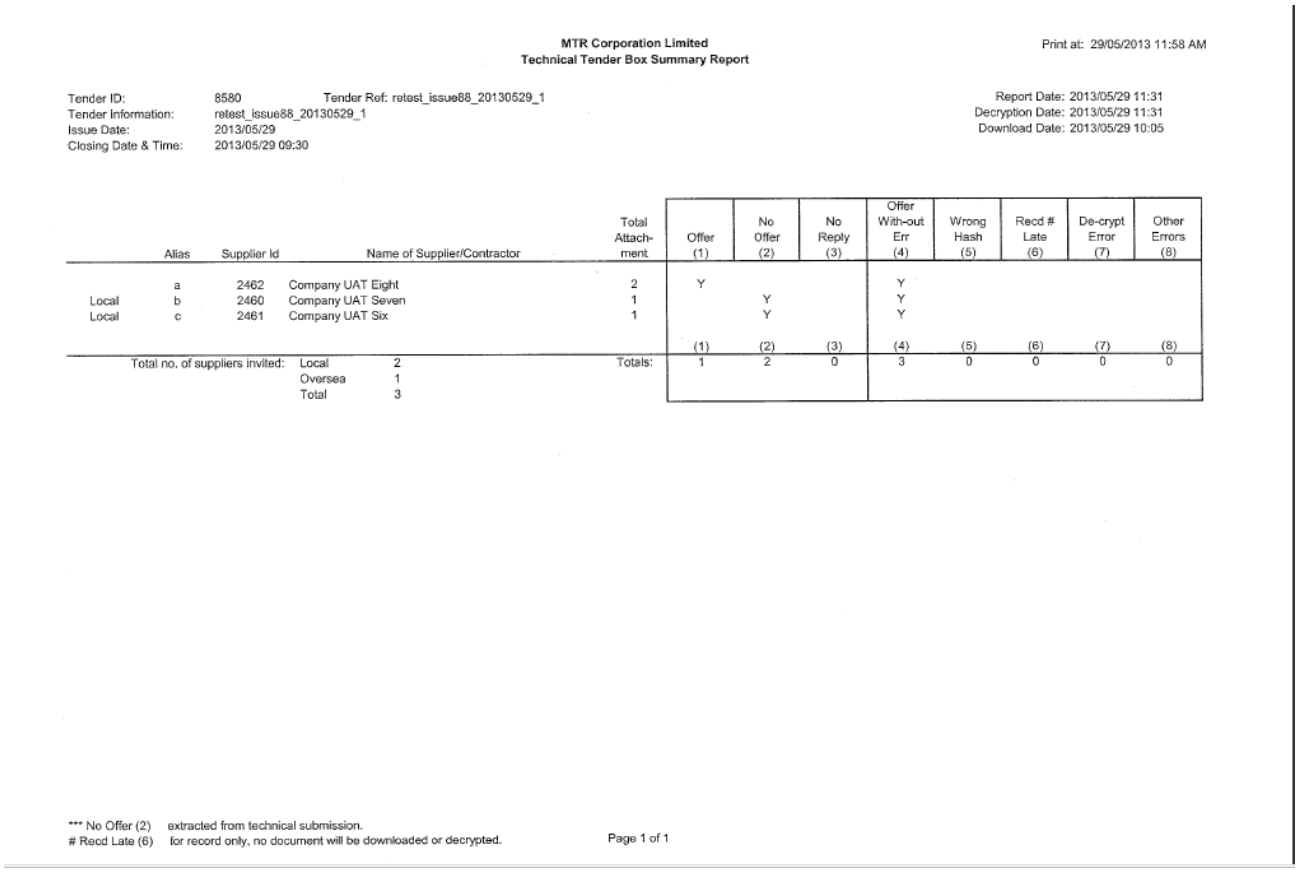
Report Date: 2013/05/29 11:30
Decryption Date: 2013/05/29 11:30
Download Date: 2013/05/29 10:04

	Alias	Supplier Id	Name of Supplier/Contractor	Total Attach-ment	Offer (1)	No Offer*** (2)	No Reply (3)	Offer With-out Err (4)	Wrong Hash (5)	Recd # Late (6)	De-crypt Error (7)	Other Errors (8)
	a	2462	Company UAT Eight	2	Y			Y				
Local	b	2460	Company UAT Seven			Y	Y					
Local	c	2461	Company UAT Six			Y	Y					
					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total no. of suppliers invited:		Local	2	Totals:	1	2	2	1	0	0	0	0
		Oversea	1									
		Total	3									

*** No Offer (2) extracted from technical submission.
# Recd Late (6) for record only, no document will be downloaded or decrypted.

Page 1 of 1

For two-envelop submission, system will generate following Technical Tender Box Summary Report after technical tender box open.



MTR Corporation Limited
Technical Tender Box Summary Report

Print at: 29/05/2013 11:58 AM

Tender ID: 8580 Tender Ref: retest_issue88_20130529_1
Tender Information: retest_issue88_20130529_1
Issue Date: 2013/05/29
Closing Date & Time: 2013/05/29 09:30

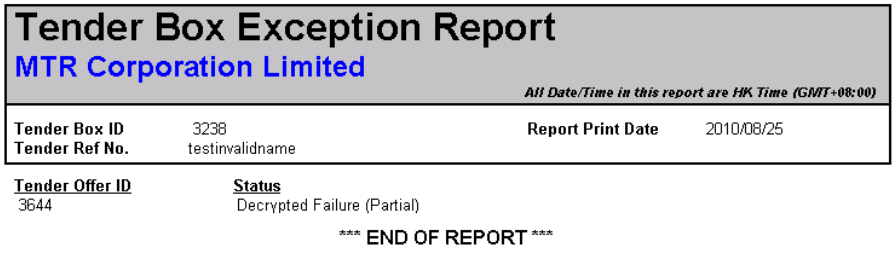
Report Date: 2013/05/29 11:31
Decryption Date: 2013/05/29 11:31
Download Date: 2013/05/29 10:05

	Alias	Supplier Id	Name of Supplier/Contractor	Total Attach-ment	Offer (1)	No Offer (2)	No Reply (3)	Offer With-out Err (4)	Wrong Hash (5)	Recd # Late (6)	De-crypt Error (7)	Other Errors (8)
	a	2462	Company UAT Eight	2	Y			Y				
Local	b	2460	Company UAT Seven	1		Y		Y				
Local	c	2461	Company UAT Six	1		Y		Y				
					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total no. of suppliers invited:			Local 2	Totals:	1	2	0	3	0	0	0	0
			Oversea 1									
			Total 3									

*** No Offer (2) extracted from technical submission.
# Recd Late (6) for record only, no document will be downloaded or decrypted.

Page 1 of 1

System will generate following Tender Box Exception Report and list out the tender offer id and status (reason) of any fail to decrypt submission.



Tender Box Exception Report

MTR Corporation Limited

All Date/Time in this report are HK Time (GMT+08:00)

Tender Box ID 3238
Tender Ref No. testinvalidname
Report Print Date 2010/08/25

Tender Offer ID	Status
3644	Decrypted Failure (Partial)

*** END OF REPORT ***

A file named form.doc will generate by the system which include the “Remark” input by the supplier during offer submission.

Content for form.doc for supplier submit No Offer

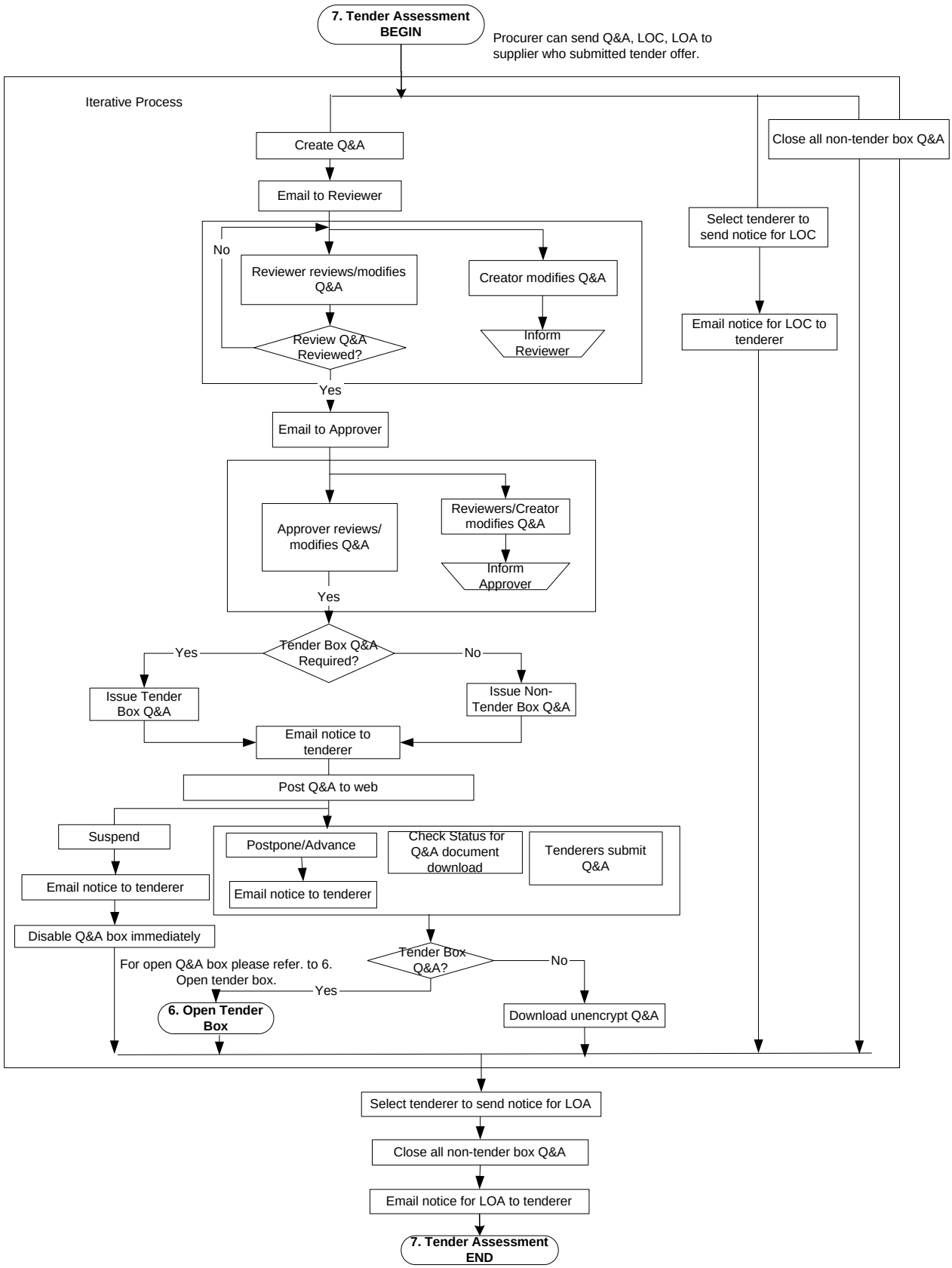
```
#form.doc
#Wed Feb 09 13:22:28 GMT+08:00 2011
Remarks 2=Not met schedule
Reason 2=Delivery schedule cannot be met.
Remarks 5=Test No Offer
Reason 5=Others
```

Content for form.doc for supplier submit offer

```
#form.doc
#Wed Feb 09 13:20:59 GMT+08:00 2011
Remarks=
```

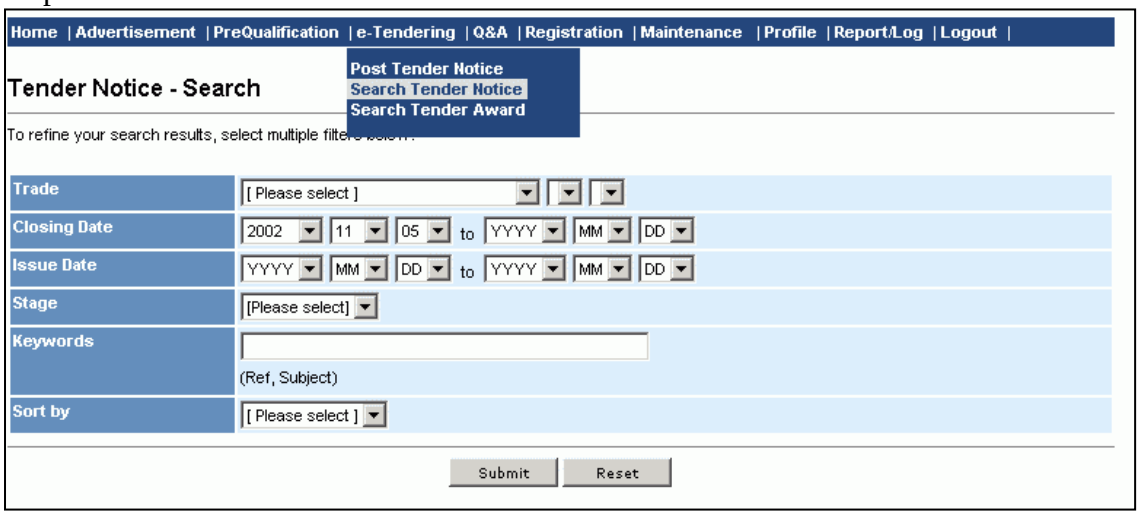
XI. Tender Assessment

7. Tender Assessment

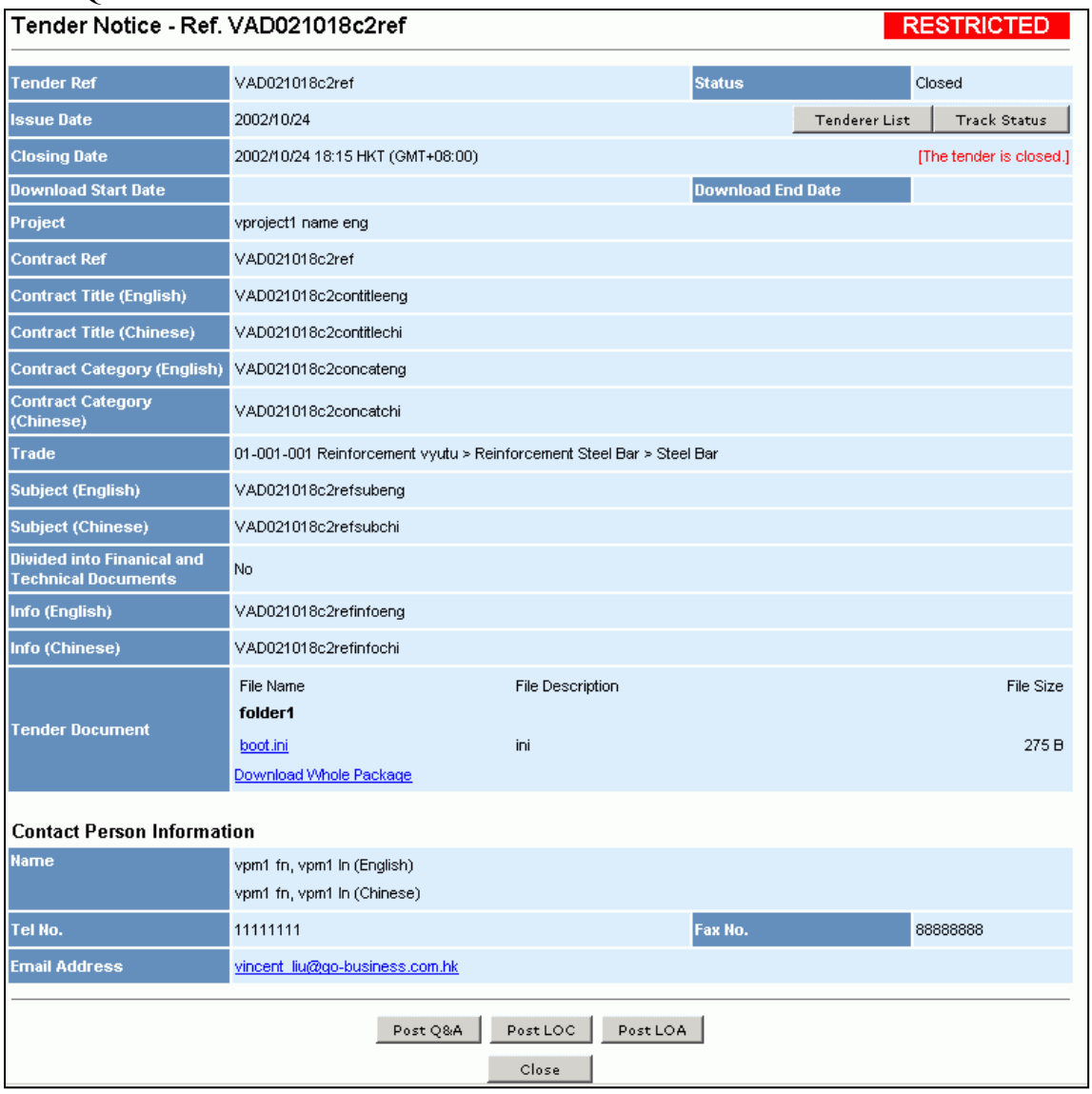


A. Post Tender Q&A (Tender Box Q&A)

Step 1. Find a tender which has been closed.

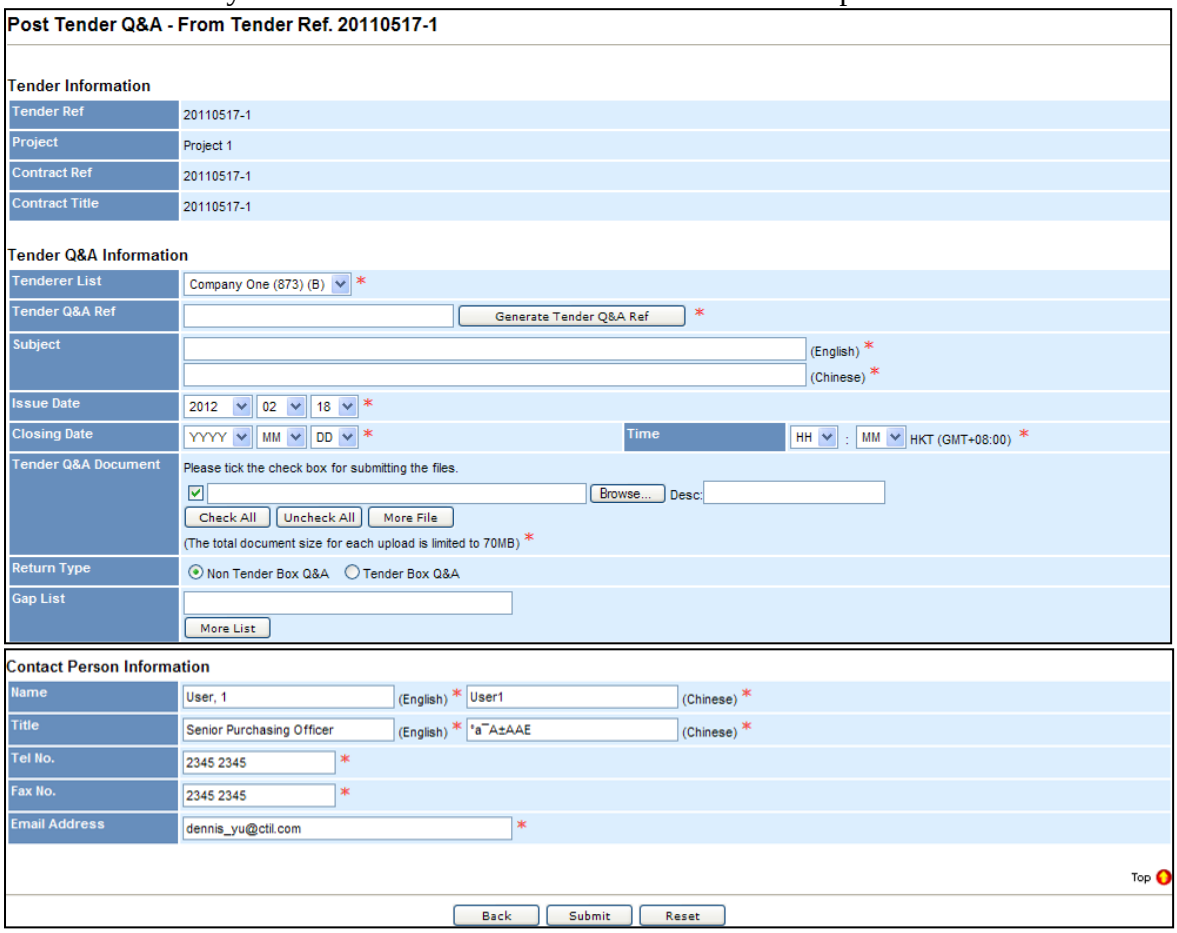

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout |
Post Tender Notice
Search Tender Notice
Search Tender Award
Tender Notice - Search
To refine your search results, select multiple filters below.
Trade
[Please select]
Closing Date
2002 11 05 to YYYY MM DD
Issue Date
YYYY MM DD to YYYY MM DD
Stage
[Please select]
Keywords
(Ref, Subject)
Sort by
[Please select]
Submit
Reset

Step 2. Press "Post Q&A". This button is controlled by the access right of "Post" under "New Q&A".



Step 3. Enter Q&A information.

- Select only ONE tenderer who has submitted the tender offer.
- Input Q&A Ref or generate it by the system automatically.
- Input the Q&A subject.
- Assign issue date, closing date & time (Q&A closing date can only be modified by the approver assigned for the project when the status of the Q&A notice = Reviewed).
- Upload Q&A document file(s) – Press "More File" for multiple files.
- For Tender box Q&A, please select "Tender Box Q&A" as the return type.
- Note that only those files with a checked check box will be uploaded.

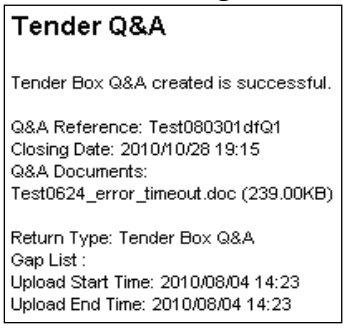


Alert message will be prompted if the selected tenderer has "no offer" record in the system.

Alert message will be prompted if the selected tenderer has "no reply" record in the system.

Step 4. Create gap list (optional) and press “Submit” button to confirm.
(gap list: Buyer can list the requirement information)

Step 5. An acknowledgement message will be shown. An email notification will be sent to the reviewer assigned for the project.



Tender Q&A

Tender Box Q&A created is successful.

Q&A Reference: Test080301dfQ1
Closing Date: 2010/10/28 19:15
Q&A Documents:
Test0624_error_timeout.doc (239.00KB)

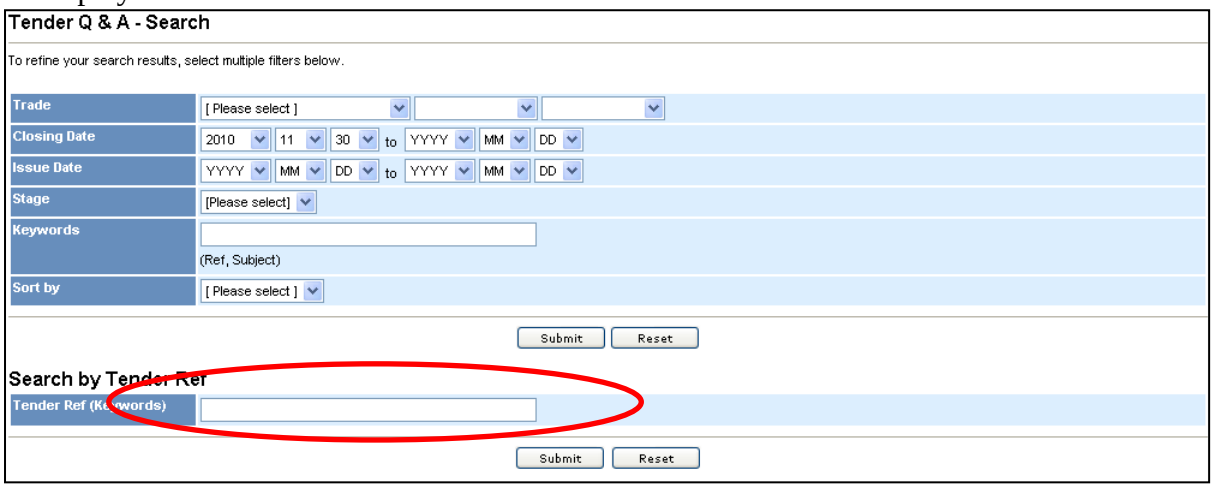
Return Type: Tender Box Q&A
Gap List :
Upload Start Time: 2010/08/04 14:23
Upload End Time: 2010/08/04 14:23

B. Search & View Tender Q&A

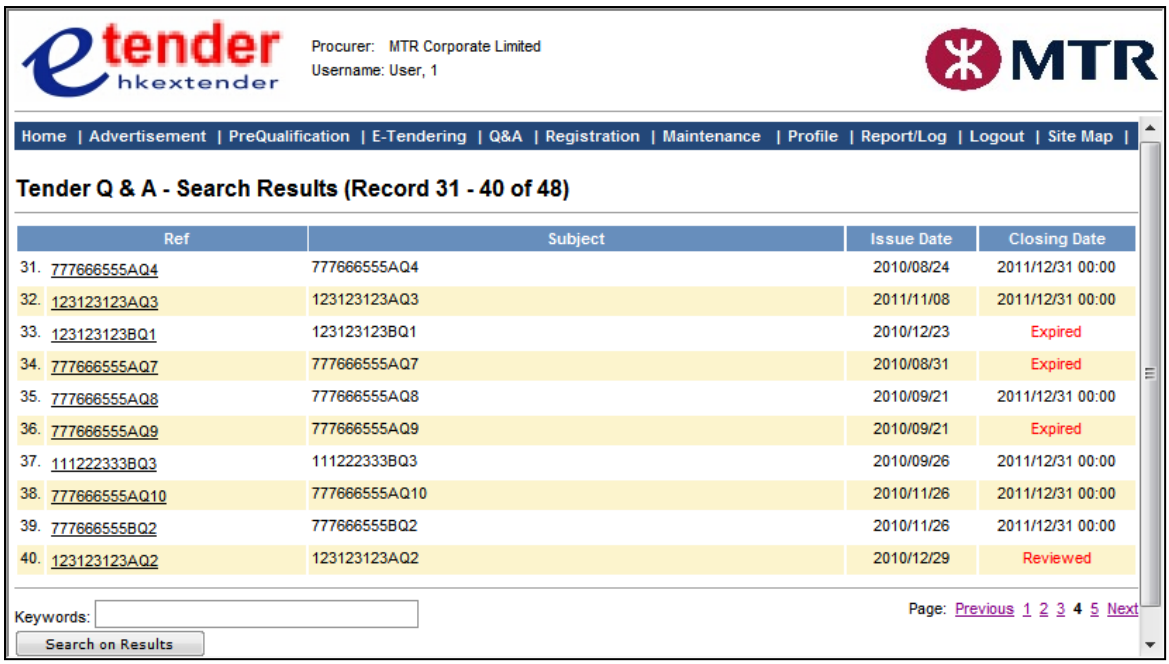
Step 1. Click "Search Tender Q&A" under Q&A on the top menu. This function is controlled by the access right of "Search" under "Q&A Notice".
The Tender Q&A could be searched by selecting one of the trade codes at the Trade section, by the Tender Q&A issue or closing date range at the Issue Date or Closing Date section. The Stage section is used to search by the Tender Q&A status including Created, Issued, Postponed, Closed, Suspended, Expired and Reviewed.
Tender Q&A could also be searched by the keyword from Tender Q&A ref or subject at the Keywords section. The result could be sorted by Tender Q&A ref, subject, issue date or closing date.

Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Search Tender Q&A
Search PQ Q&A
Download Tender Q&A Box
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTRCL encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTRCL and its business partners.
Top
Contact Us Terms of Use Privacy Policy About Us
This web site is powered by GO-Business Secure Electronic Tendering System. Copyright © 2010 Global e-Business Services Ltd. All Rights Reserved.
This site is best viewed with Internet Explorer 5.0 and 800 x 600 resolution.

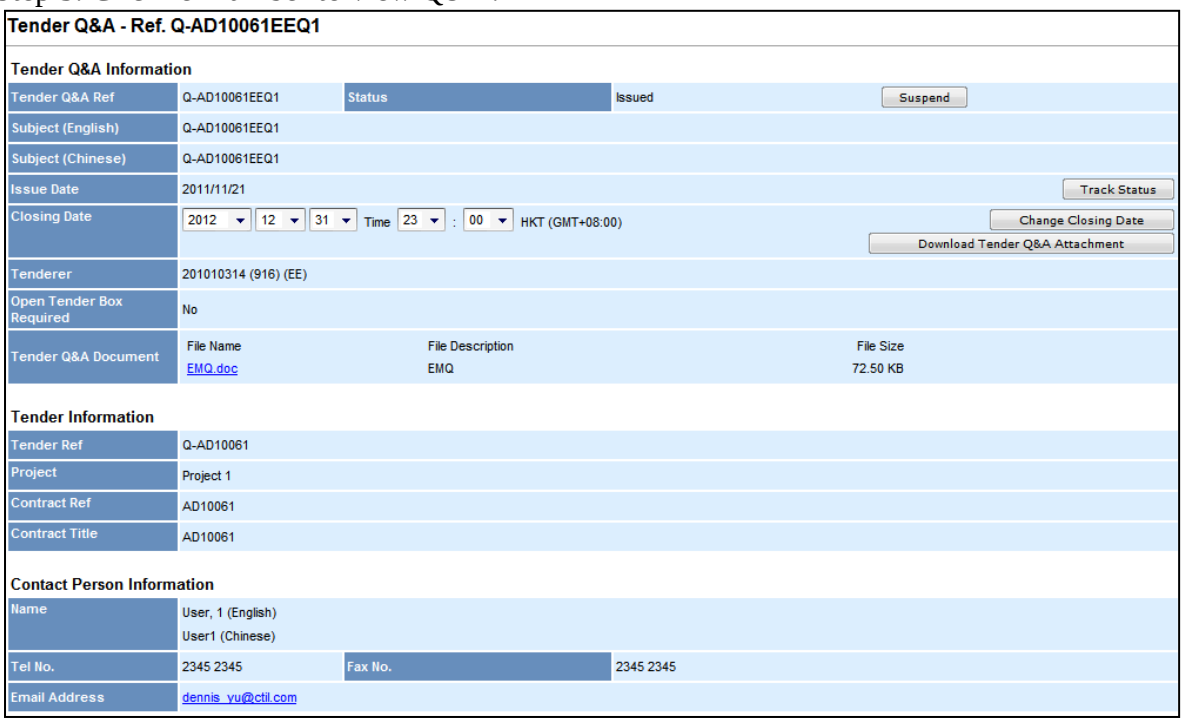
Alternatively, Tender Q&A can be searched by inputting the Tender Ref in the Section "Search by Tender Ref" as follows. In such case, all the Tender Q&A of the Tender Ref will be displayed.



Step 2. Input the searching criteria and select the sorting order. Click "Submit".



Step 3. Click ref number to view Q&A.

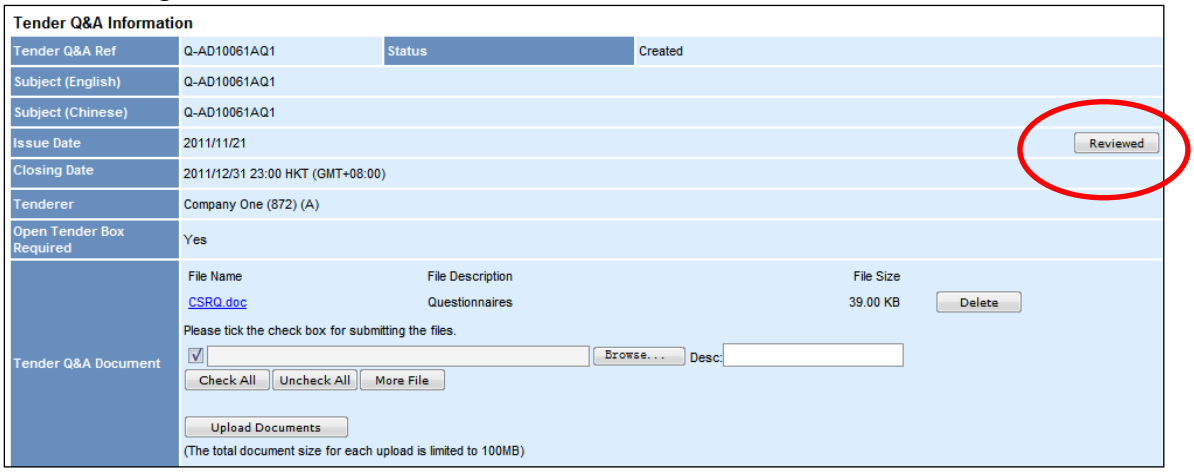


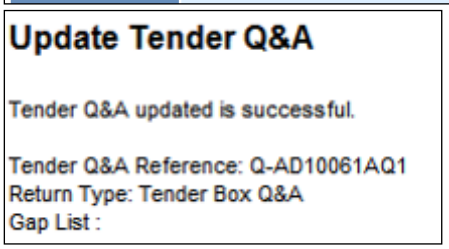
C. Review Q&A (Tender Box Q&A)

Step 1. Search the Q&A and find the specific Q&A.

Step 2. Press the "Update Q&A Info" to amend the Q&A details or inform the creator manually for making the amendments.

Step 3. Press "Reviewed" button to review the Q&A after checking the details. An email notification will be sent to the Approver assigned for the project. This button is controlled by the access right of "Review Q&A" under "New Q&A".



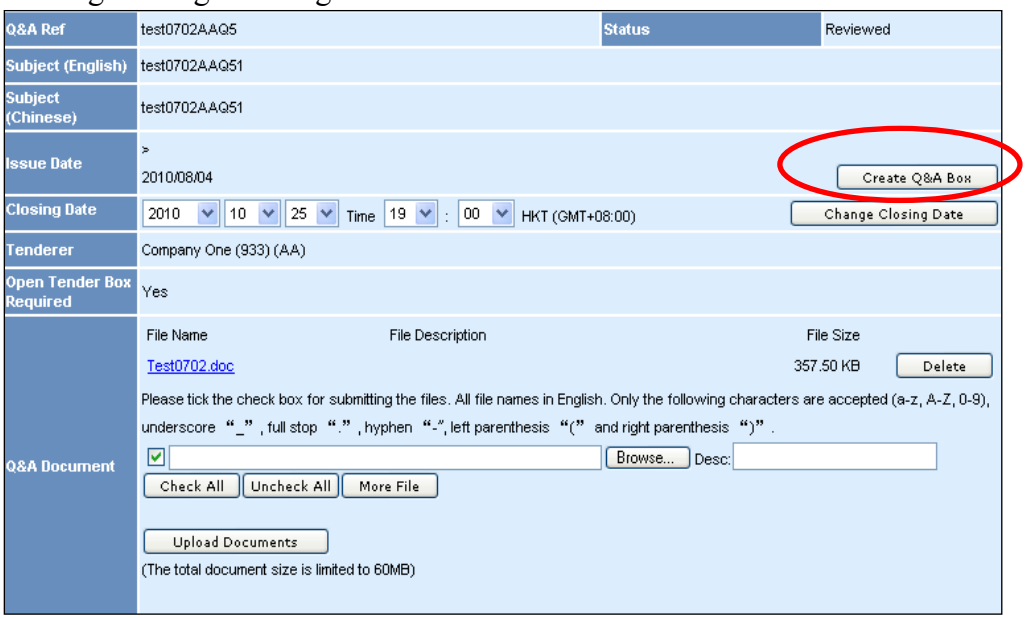


D. Approve Q&A (Tender Box Q&A)

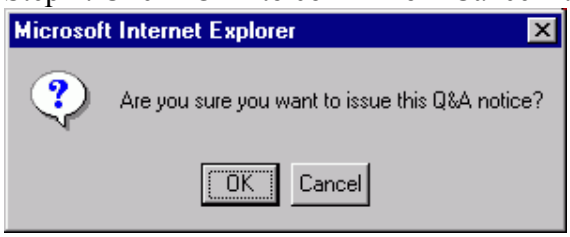
Step 1. Search the Q&A and find the specific Q&A.

Step 2. Check the Q&A details by clicking the ref no. Modify the Q&A details by clicking the "Update Q&A Info" button, if needed. Alternatively, the Reviewer / Creator can be informed manually to modify the Q&A.

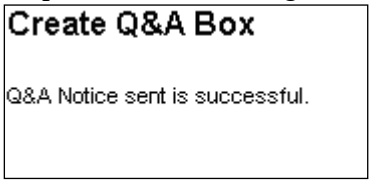
Step 3. Having checked all the details, press the "Create Q&A" button to approve the Q&A. If the Q&A box is created successfully, an acknowledgement message will be shown and email will be sent to the selected tenderer. This button is controlled by the access right of "Create Q&A Box / Issue Q&A" under "New Q&A". Before the "Create Q&A" button is pressed, Q&A closing time can also be changed by inputting the new closing time and then clicking "Change Closing Date" button.



Step 4. Click "OK" to confirm or "Cancel" to return to the Q&A notice.



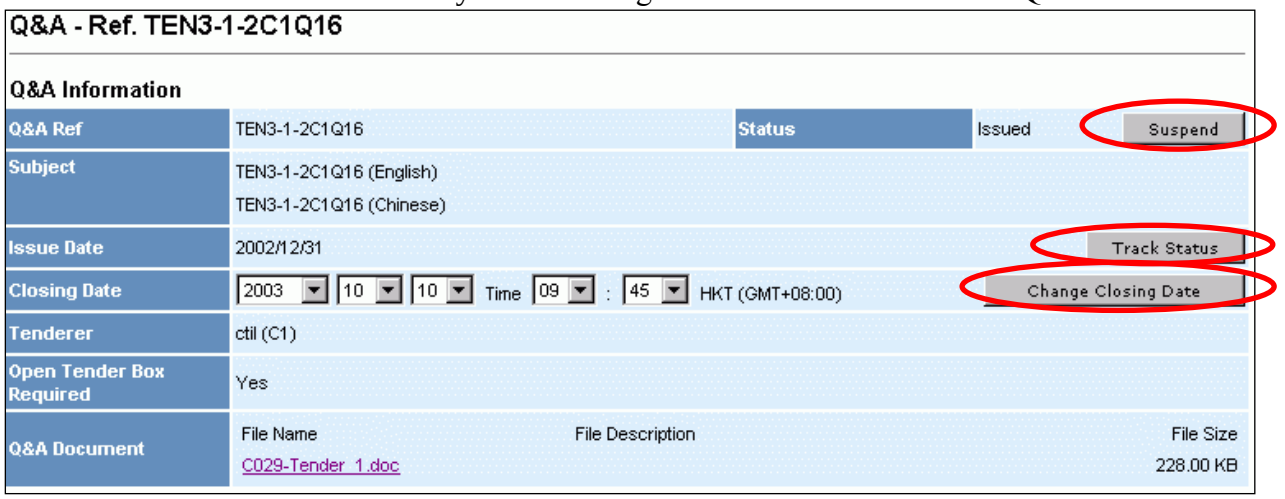
Step 5. An acknowledgement message will be shown and click "Close" to exit.

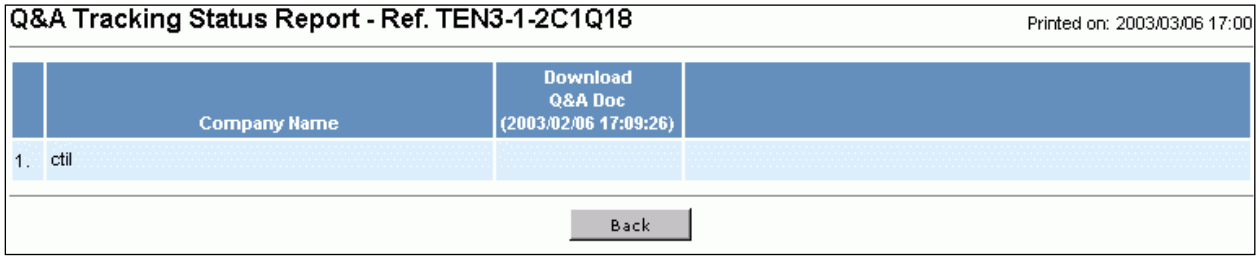


E. Maintain Q&A (Tender Box Q&A)

Step 1. Search the Q&A and find the specific Q&A Ref.

Step 2. Press "Track Status" to view current status so that tracking status report will be shown. This button is controlled by the access right of "Check Status" under "Q&A Notice".



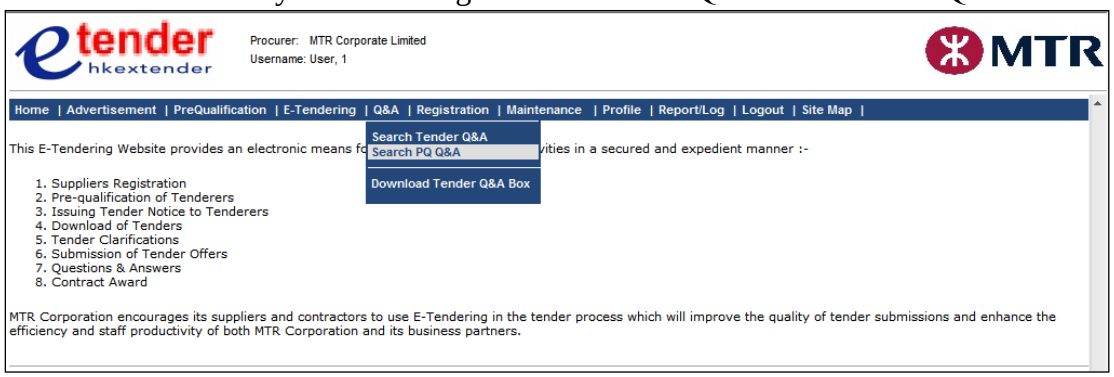


Step 3. Press "Suspend" button to suspend the Q&A if required. This button is controlled by the access right of "Suspend" under "Q&A Notice". If the "Suspend" button is pressed, email will be sent to the selected tenderer.

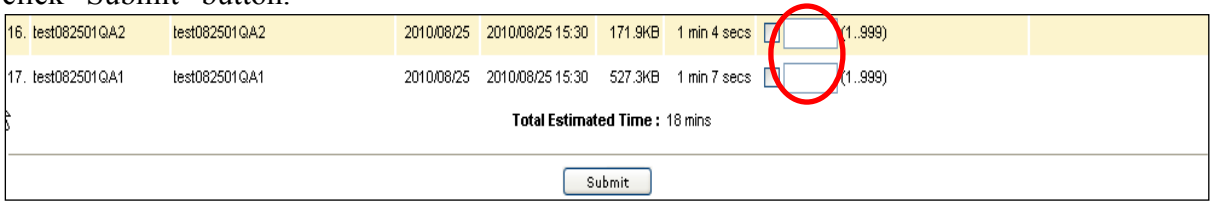
Step 4. When necessary, change the closing date/time and press "Change Closing Date" button to either advance or postpone the closing date/time. The closing date/time must be later than the current date/time. If the closing date/time has been changed, email will be sent to the selected tenderer. This button is controlled by the access right of "Postpone" under "Q&A Notice".

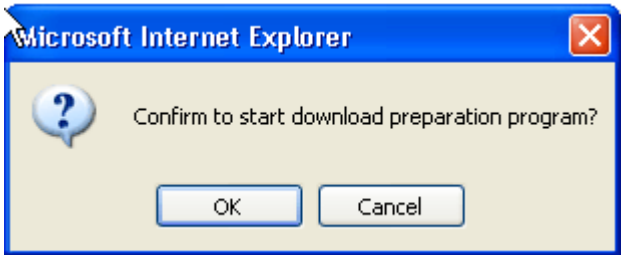
F. Download Q&A Box (Tender Box Q&A)

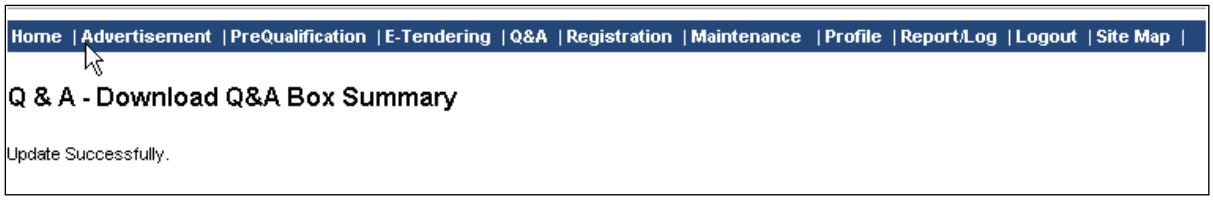
Step 1. Go to the menu bar at the top and click "Download Q&A Box" under "Q&A". This button is controlled by the access right of "Download Q&A Box" under "Q&A".


etender
hkextender
Procurer: MTR Corporate Limited
Username: User, 1
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Search Tender Q&A
Search PQ Q&A
Download Tender Q&A Box
This E-Tendering Website provides an electronic means fo
vities in a secured and expedient manner :-
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process which will improve the quality of tender submissions and enhance the efficiency and staff productivity of both MTR Corporation and its business partners.

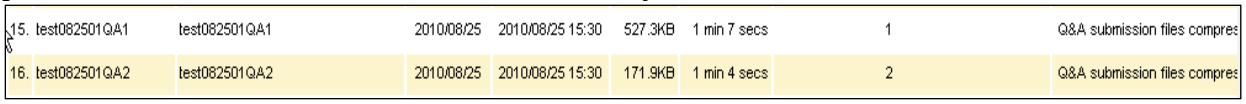
Step 2. System will show any closed Q&A and which zip file is not generated. (listed by Contract Ref.). The user can exclude compression / zipping of any Q&A box by ticking the checkbox. Enter number in the **Rank** Box to set Download Q&A Box rank priority, then click "Submit" button.



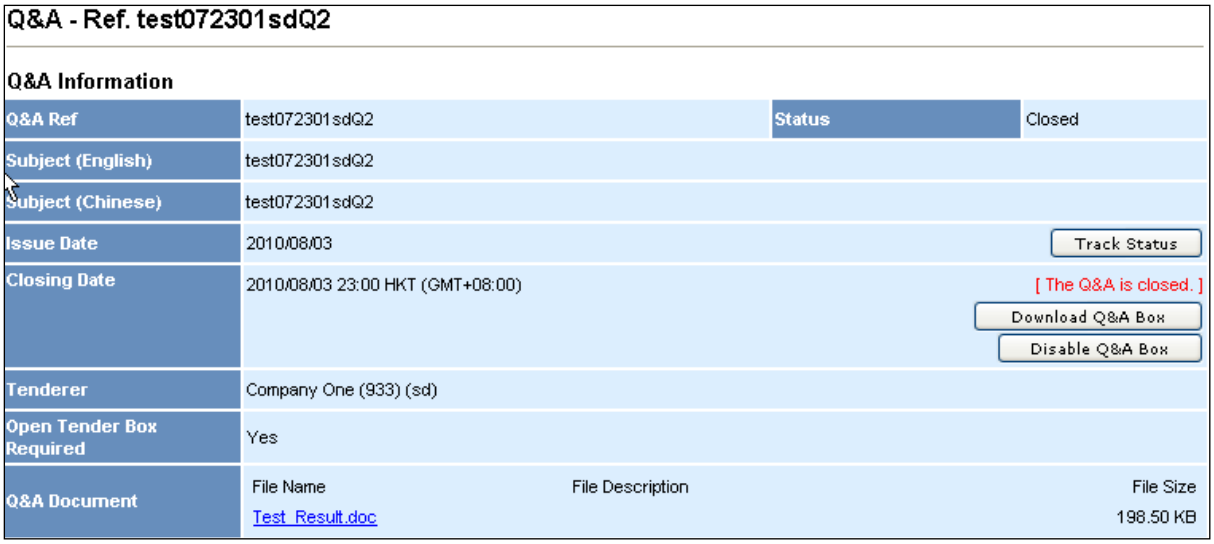



Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Q & A - Download Q&A Box Summary
Update Successfully.

Step 3. System will then re-arrange the listing sequence according to the priority setting and tender box size (smallest size Q&A box will be compressed first), show the file size of Q&A Box and estimated time required to complete the validation and compression process. The System will notify the Tender Q&A's contact point and an email address list set in the parameter file via email that the Q&A Box is ready for download.


15. test082501QA1 test082501QA1 2010/08/25 2010/08/25 15:30 527.3KB 1 min 7 secs 1 Q&A submission files compres
16. test082501QA2 test082501QA2 2010/08/25 2010/08/25 15:30 171.9KB 1 min 4 secs 2 Q&A submission files compres

Step 4. System will show the "Download Q&A Box" button when the zip file is ready for download. Press "Download Q&A Box" to download the tender offers.



Note: If no ranking provided, just click “Submit” button, the files will download according to the closing time and file size (small size file will download first).

To terminate the Download Q&A Box function for the Q & A, press “Disable Q&A Box”. This button is controlled by the access right of “Disable Q&A Box” under “Q&A Box”. A confirmation alert will be prompted and click “OK” to continue. The “Download Q&A Box” and the “Disable Q&A Box” buttons will not be shown again.

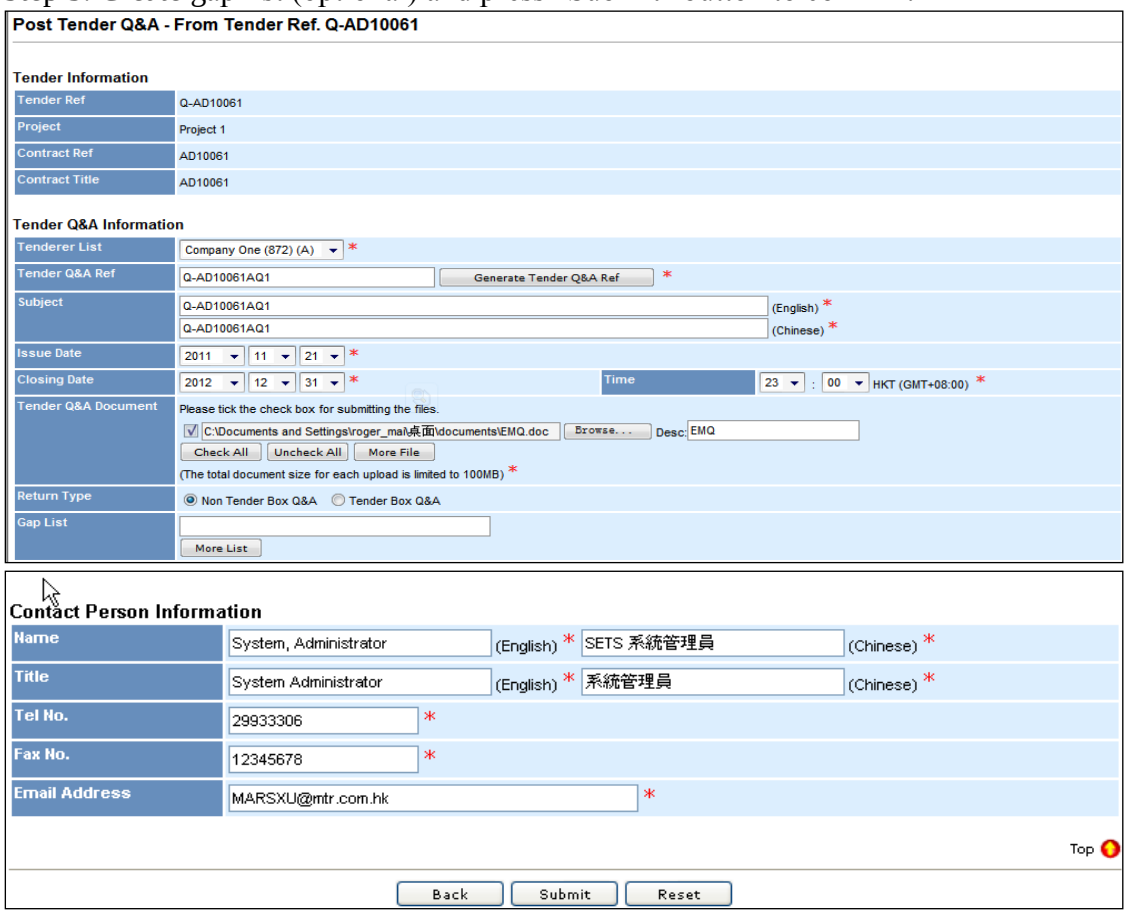
G. Post Q&A (Non-Tender Box Q&A)

Step 1. Find a tender which has been closed and press "Post Q&A" button in the tender notice. The Post Q&A function is controlled by the access right of "Post" under "New Q&A".

Step 2. Post Q&A information.

- Input Q&A Ref or generate it by the system automatically.
- Input Q&A subject.
- Assign issue date, closing date & time (Q&A closing date can only be modified by the approver assigned for the project when the status of the Q&A notice = Reviewed).
- Select only ONE tenderer who has submitted the tender offer.
- Upload Q&A document file(s) – Press "More File" for multiple files.
- For Non Tender box Q&A, please select "Non Tender Box Q&A" as the return type.
- Note that only those files with a checked check box will be uploaded.

Step 3. Create gap list (optional) and press "Submit" button to confirm.



Step 4. An acknowledgement message will be shown. An email notification will be sent to the reviewer assigned for the project.

Tender Q&A

Non Tender Box Q&A created is successful.

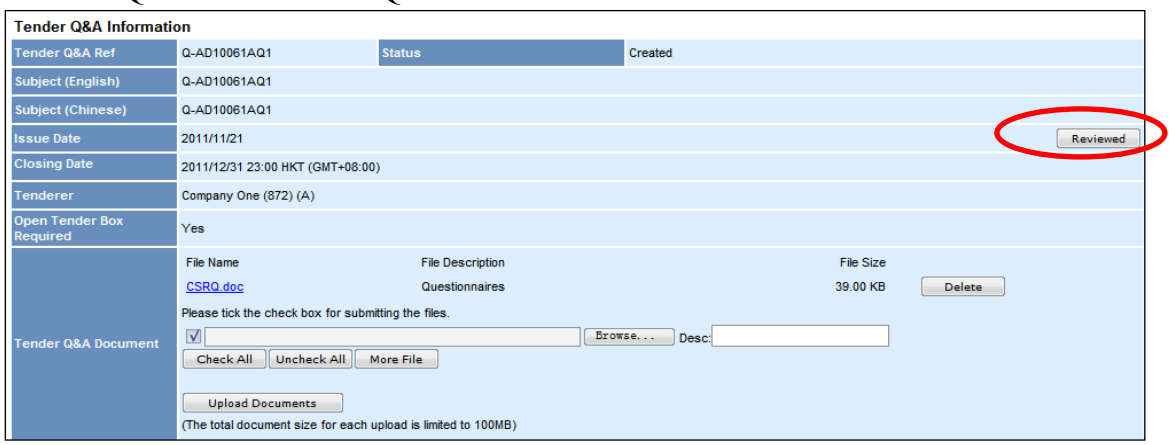
Q&A Reference: Test080301dfQ2
Closing Date: 2010/12/28 22:00
Q&A Documents:
Test_batch2.doc (194.50KB)

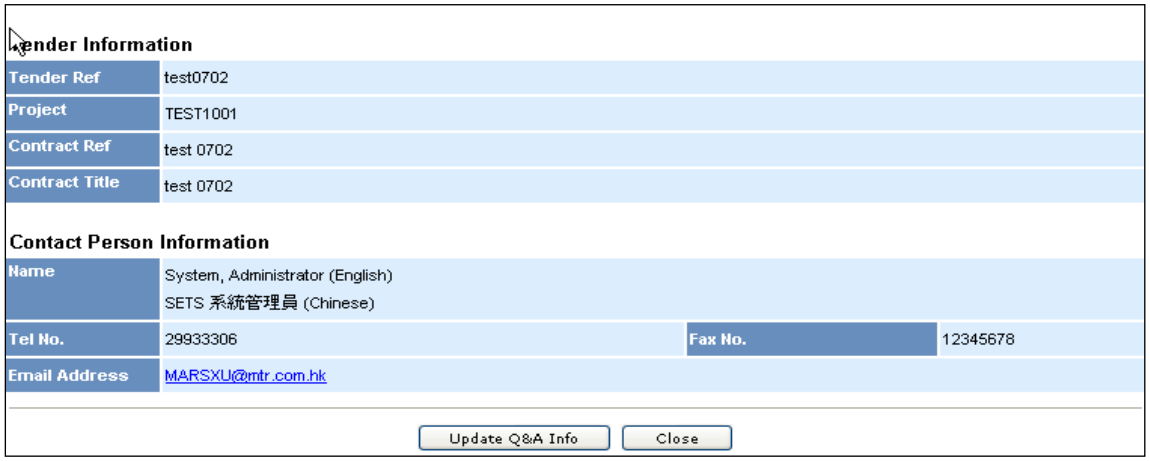
Return Type: Non Tender Box Q&A
Gap List :
Upload Start Time: 2010/08/04 14:32
Upload End Time: 2010/08/04 14:32

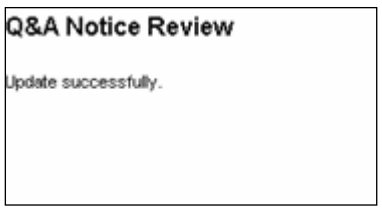
H. Review Q&A (Non-Tender Box Q&A)

Step 1. Search the Q&A by clicking “Search Q&A” under “Q&A” on the top menu.

Step 2. Check the details. Press “Update Q&A Information” button to amend details, if needed. Alternatively, the Reviewer can inform the Creator manually to amend the details. Check the details and press “Reviewed” button to review. An email notification will be sent to the approver assigned for the project. This button is controlled by the access right of “Review Q&A” under “New Q&A”.

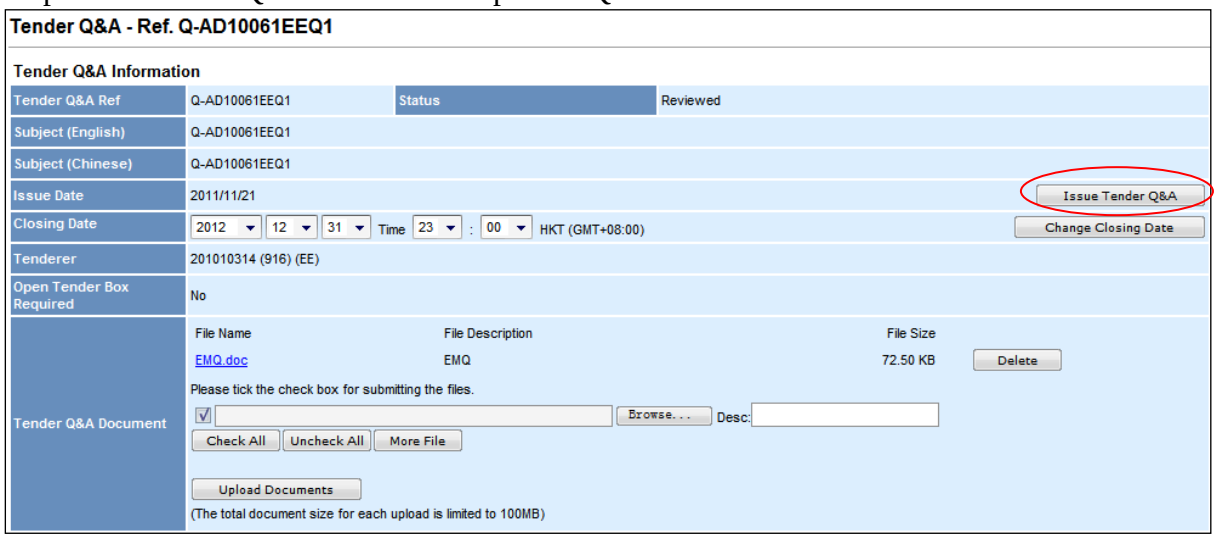






I. Issue Q&A (Non-Tender Box Q&A)

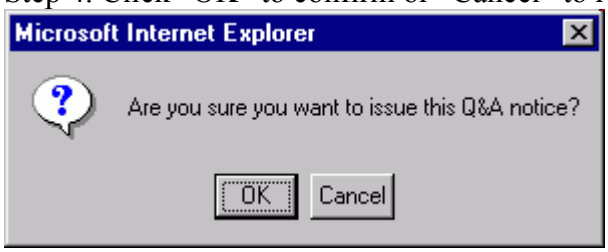
Step 1. Search the Q&A and find the specific Q&A.



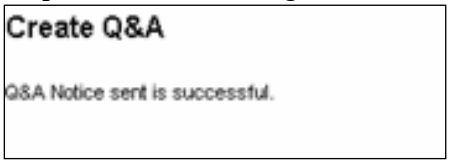
Step 2. Check the details and follow Step 2 of section K to amend details of Q&A if required.

Step 3. After checking the details, press the "Issue Q&A" button to approve the Q&A. If the Q&A is created successfully, an acknowledgement message will be shown and email will be sent to the selected tenderer. This button is controlled by the access right of "Create Q&A Box / Issue Q&A" under "New Q&A". Before the "Issue Q&A" button is pressed, Q&A closing time can also be changed by inputting the new closing time and then clicking "Change Closing Date" button.

Step 4. Click "OK" to confirm or "Cancel" to return to the Q&A notice.



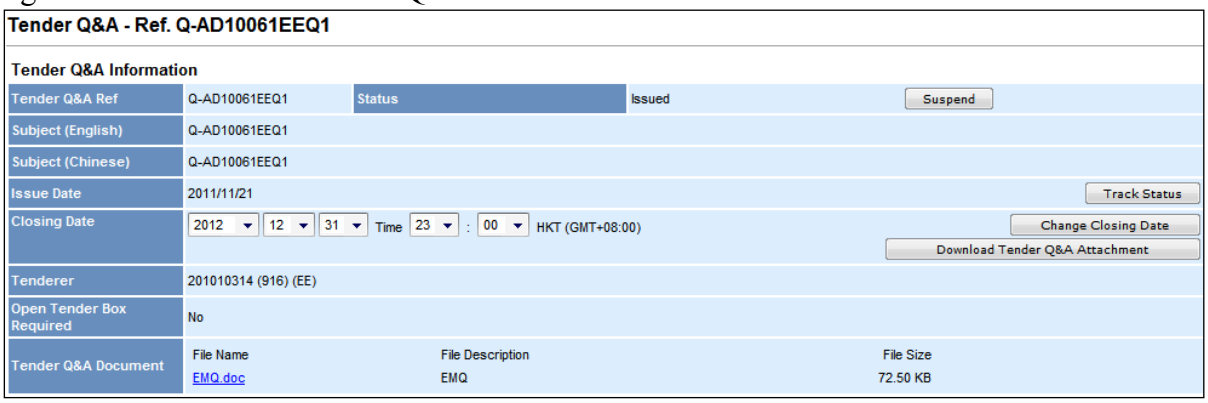
Step 5. An acknowledgement message will be shown and click "Close" to exit.

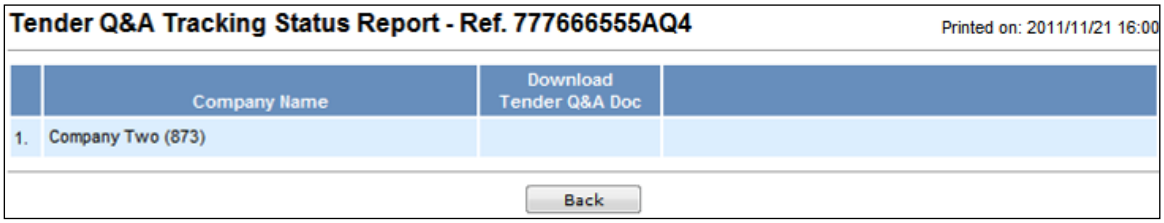


J. Maintain Q&A (Non-Tender Box Q&A)

Step 1. Search the Q&A and find the specific Q&A.

Step 2. Press "Track Status" to view current status. This button is controlled by the access right of "Check Status" under "Q&A Notice".





Step 3. Press "Suspend" button to suspend Q&A when necessary. This button is controlled by the access right of "Suspend" under "Q&A Notice". If the "Suspend" button is pressed, email will be sent to the selected tenderer.

Step 4. Change closing date/time and press "Change Closing Date" button to either advance or postpone the closing date/time. The closing date/time must be later than the current date/time. If the closing date/time has been changed, email will be sent to the selected tenderer. This button is controlled by the access right of "Postpone" under "Q&A Notice".

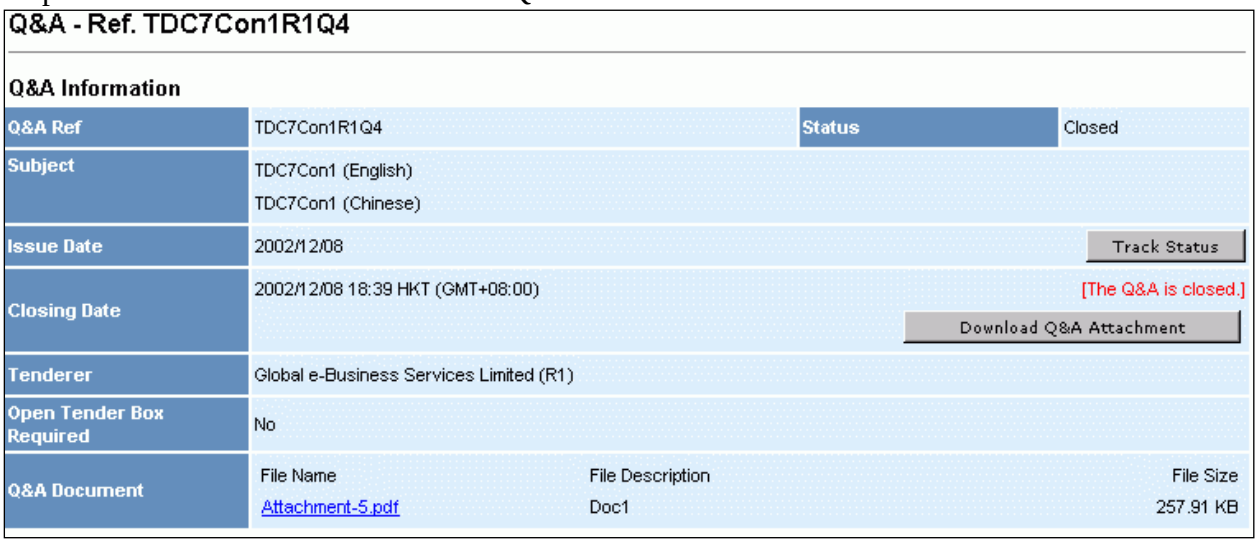
K. Download Q&A Attachments (Non-Tender Box Q&A)

For non-tender box Q&A, user can download Q&A Attachment at anytime even when the Q&A has not been closed.

Step 1. Search the Q&A and find the specific Q&A.

Step 2. Click “Download Q&A Attachment” button. This button is controlled by the access right of “Download Non-Tender Box Q&A” under “Q&A Box”.

Step 3. Choose file location to save the Q&A Attachment to the local hard disk.

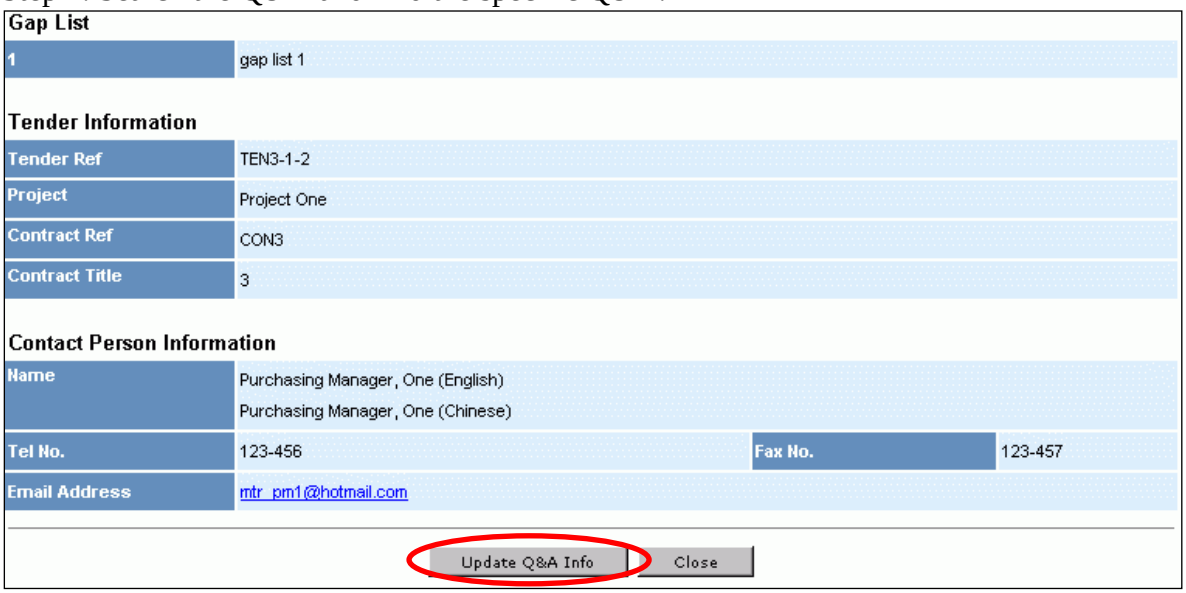


Step 4: Open the file to view contents.

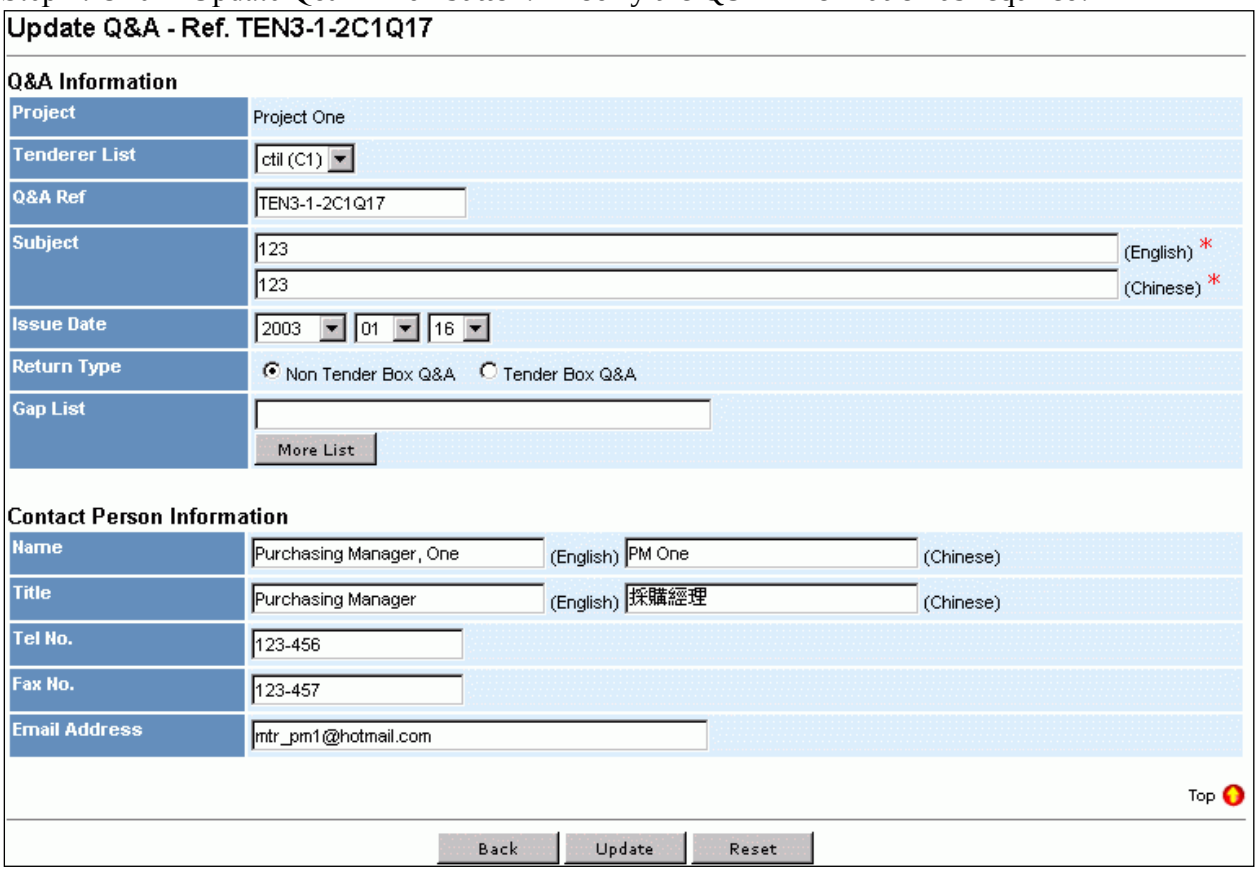
L. Modify Q&A Information

This function could be applied to both Tender Box and Non Tender Box Q&A before issuing to the selected tenderer. Also it is controlled by the access right of "Post", "Review" or "Create Q&A Box / Issue Q&A" under "New Q&A".

Step 1. Search the Q&A and find the specific Q&A.

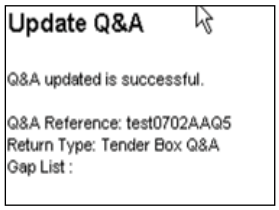


Step 2. Click "Update Q&A Info" button. Modify the Q&A information as required.



Step 3. The update would only allow user to add more items to the gap list by clicking the "More List" button or modify the items in the gap list but not delete any item in the gap list.

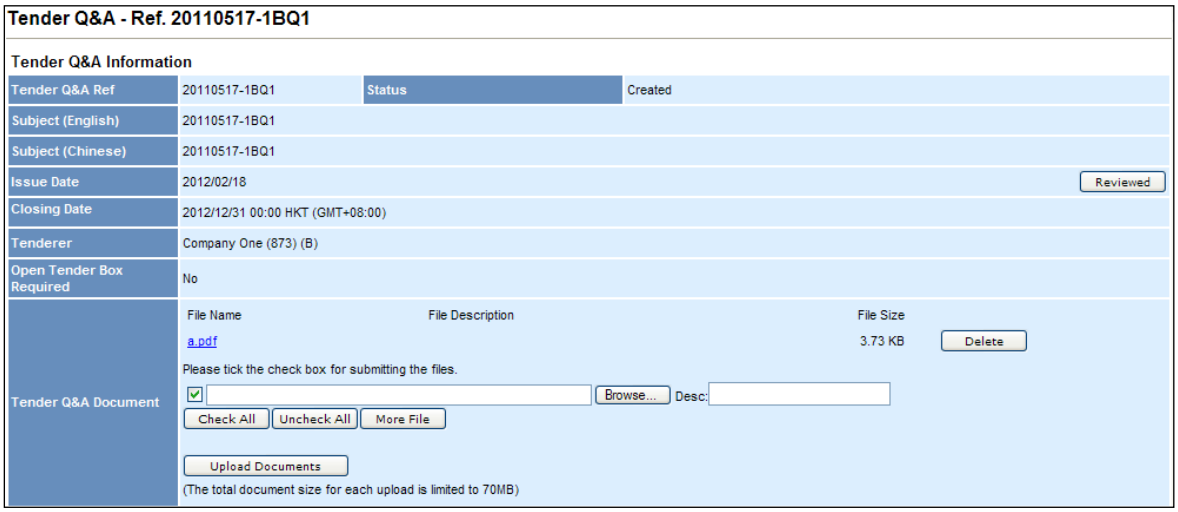
Step 4. Click “Update” to update the information of Q&A. An acknowledgement message will be shown and click “Close” to exit.



M. Modify Q&A Documents

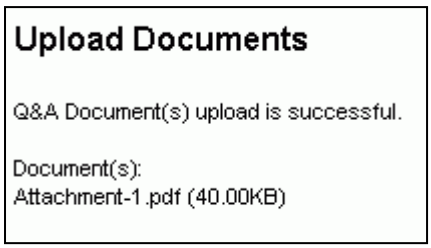
This function could be applied to both Tender Box and Non Tender Box Q&A before issuing to the tenderer. Also it is controlled by the access right of "Post", "Review" or "Create Q&A Box / Issue Q&A" under "New Q&A".

Step 1. Search the Q&A and find the specific Q&A.



Step 2. To delete a Q&A document, press "Delete" button. Then acknowledgement would be shown as below.

Step 3. To add more documents, press the "Browse" button and search for the file to be uploaded. The check box in front of the file has to be checked in order to be uploaded to sever. Then press "Upload Documents" after finished selecting files. The acknowledgement would be shown as below.



Note: File description can be modified by uploading the same file with new file description.

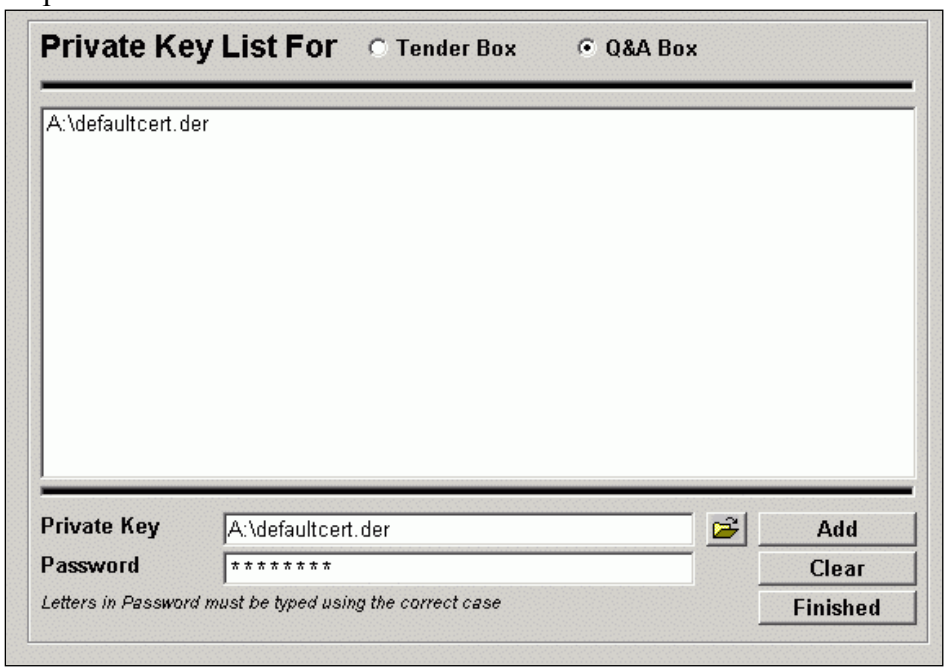
N. Open Tender Box Q&A

Step 1. Activate the "Open Tender Box" program as detailed in Section IX. Select "Q&A Box" under "Private Key List for".

Step 2. Insert the Corporation's key file by clicking "Browse" button and select the file and enter password.

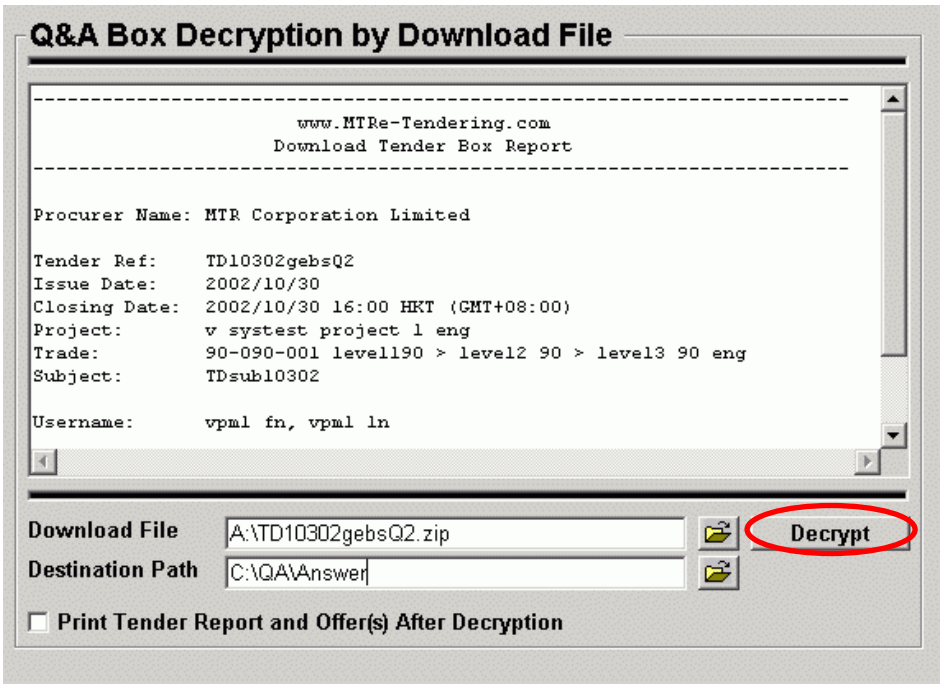
Step 3. Click "Add" button.

Step 4. Click "Finished" button.



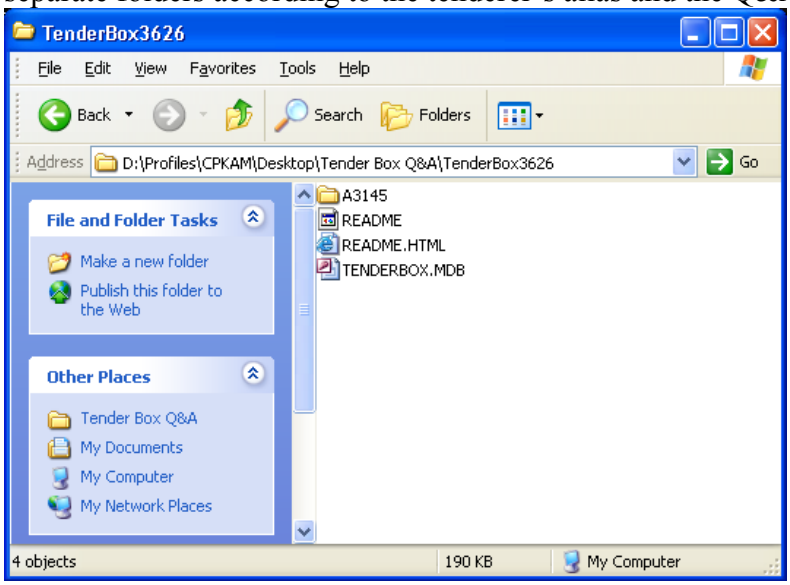
Step 5. Click "Browse" button to locate the Q&A box downloaded.

Step 6. Identify destination path by clicking the "Browse" button.

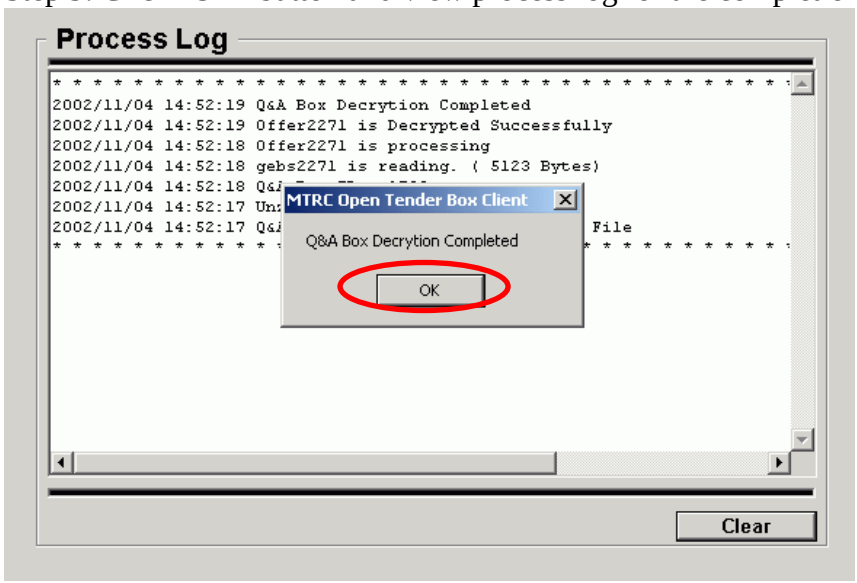


Step 7. Check “Print Tender Box Q&A Report and Q&A Answer(s) After Decryption” box if required.

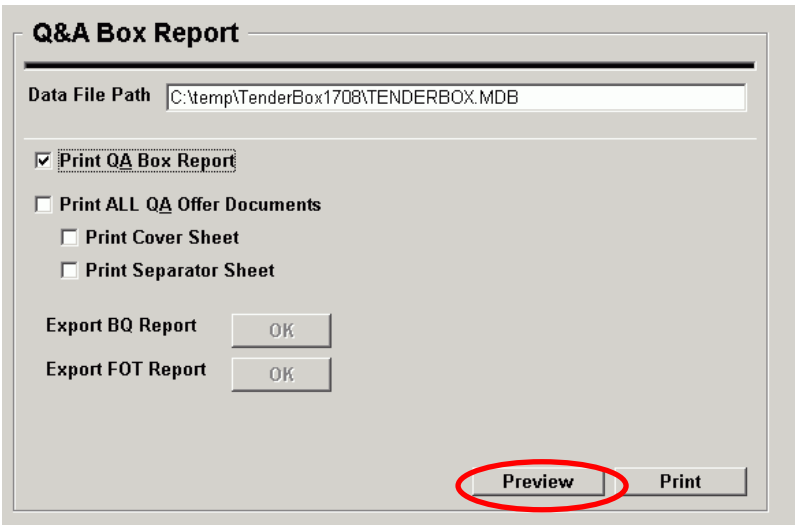
Step 8. Click “Decrypt” button. The Q&A submissions will be stored in a folder named as “TenderBox+tender box no.” in the destination path. Q&A submissions will be stored in separate folders according to the tenderer’s alias and the Q&A Offer ID as follows:

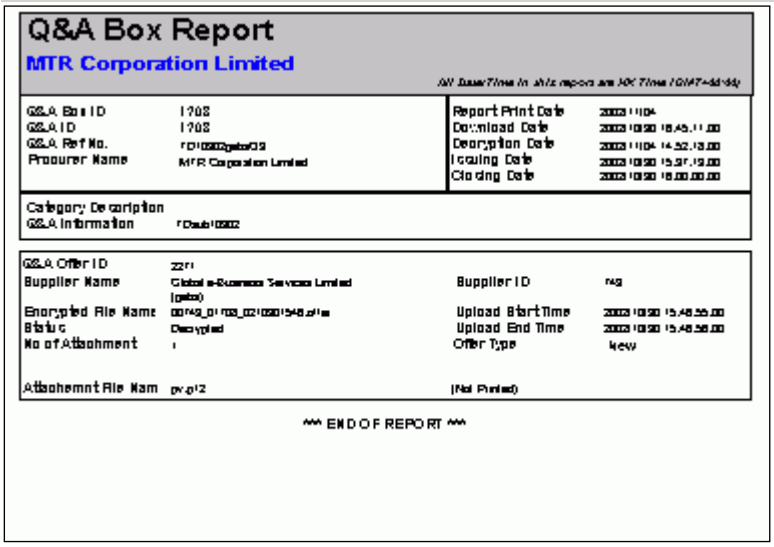


Step 9. Click "OK" button and view process log for the completion of decryption.


Process Log
2002/11/04 14:52:19 Q&A Box Decrytion Completed
2002/11/04 14:52:19 Offer2271 is Decrypted Successfully
2002/11/04 14:52:18 Offer2271 is processing
2002/11/04 14:52:18 gebs2271 is reading. (5123 Bytes)
MTRC Open Tender Box Client
Q&A Box Decrytion Completed
OK
Clear

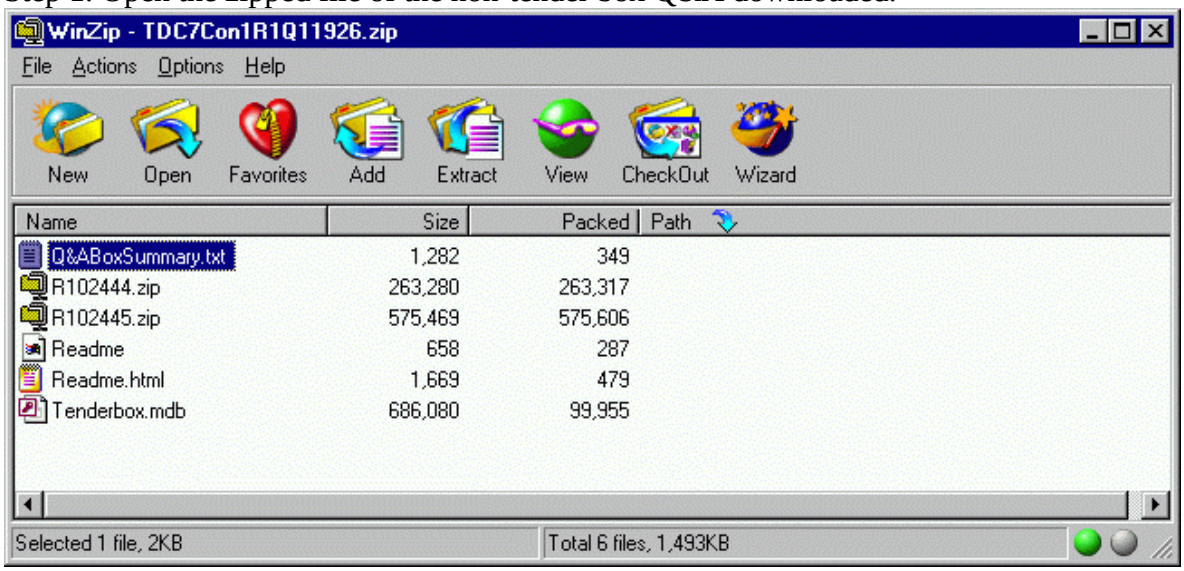
Step 10. Click “Preview” button to preview Q&A Report or select “Print QA Box Report” and then click “Print” to print the Q&A Report. All Q&A submission can be printed by select “Print All QA Offer Documents” and then click “Print”.


Q&A Box Report
Data File Path
C:\temp\TenderBox1708\TENDERBOX.MDB
Print QA Box Report
Print ALL QA Offer Documents
Print Cover Sheet
Print Separator Sheet
Export BQ Report
OK
Export FOT Report
OK
Preview
Print

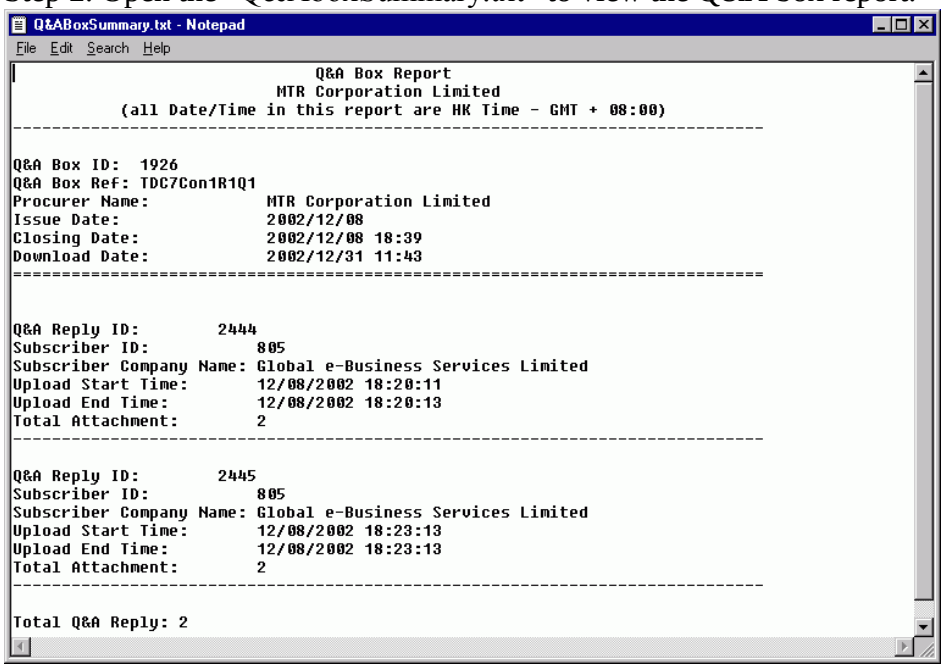

Q&A Box Report
MTR Corporation Limited
Q&A Box ID
1708
Q&A ID
1708
Q&A Ref No.
Procurer Name
MTR Corporation Limited
Report Print Date
Download Date
Decryption Date
Closing Date
Category Description
Q&A Information
Q&A Offer ID
Supplier Name
Supplier ID
Encrypted File Name
Upload Start Time
Status
Upload End Time
No of Attachment
Offer Type
New
Attachemnt File Nam
(Not Printed)
^^ END OF REPORT ^^

O. Open Non-Tender Box Q&A

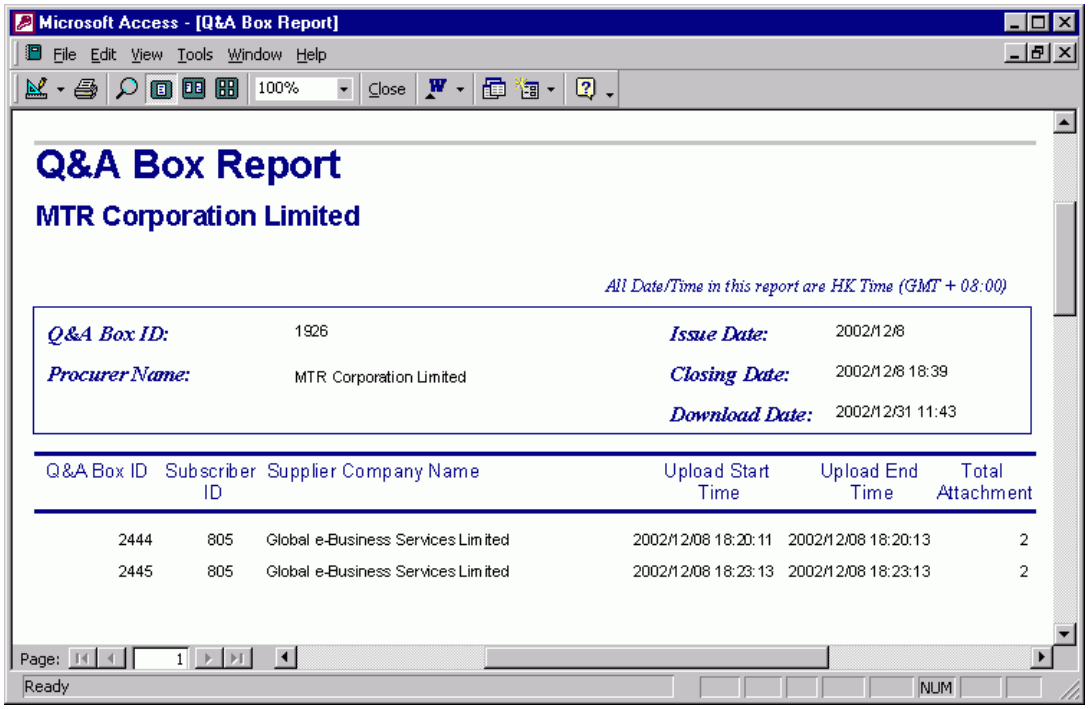
Step 1. Open the zipped file of the non-tender box Q&A downloaded.



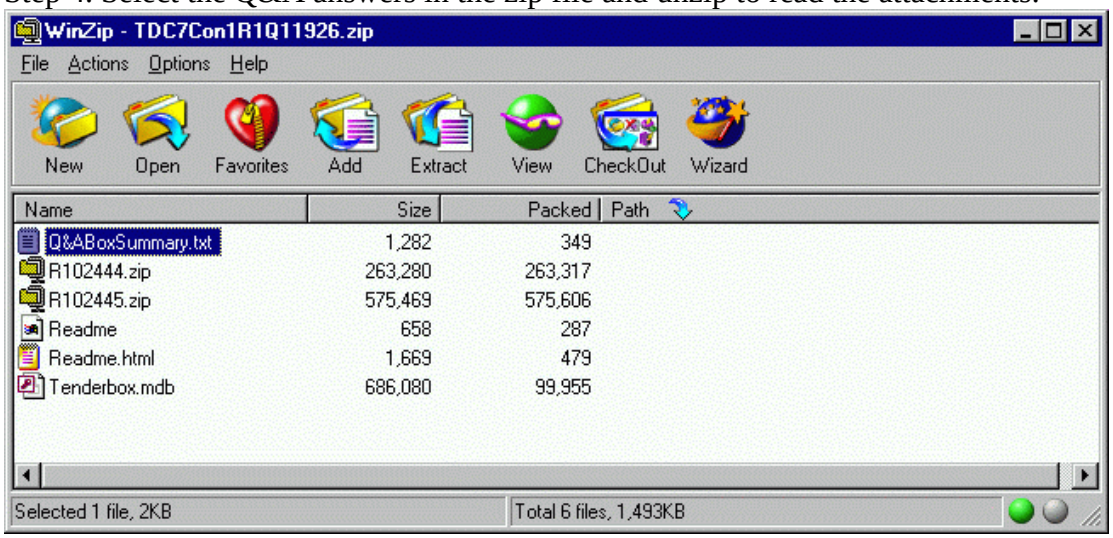
Step 2. Open the "Q&AboxSummary.txt" to view the Q&A box report.


Q&ABoxSummary.txt - Notepad
File Edit Search Help
Q&A Box Report
MTR Corporation Limited
(all Date/Time in this report are HK Time - GMT + 08:00)
Q&A Box ID: 1926
Q&A Box Ref: TDC7Con1R1Q1
Procurer Name: MTR Corporation Limited
Issue Date: 2002/12/08
Closing Date: 2002/12/08 18:39
Download Date: 2002/12/31 11:43
Q&A Reply ID: 2444
Subscriber ID: 805
Subscriber Company Name: Global e-Business Services Limited
Upload Start Time: 12/08/2002 18:20:11
Upload End Time: 12/08/2002 18:20:13
Total Attachment: 2
Q&A Reply ID: 2445
Subscriber ID: 805
Subscriber Company Name: Global e-Business Services Limited
Upload Start Time: 12/08/2002 18:23:13
Upload End Time: 12/08/2002 18:23:13
Total Attachment: 2
Total Q&A Reply: 2

Step 3. Another way of viewing the Q&A box report is to open the MS Access file "TenderBox.mdb".


Microsoft Access - [Q&A Box Report]
File Edit View Tools Window Help
100%
Close
Q&A Box Report
MTR Corporation Limited
All Date/Time in this report are HK Time (GMT + 08:00)
Q&A Box ID: 1926
Procurer Name: MTR Corporation Limited
Issue Date: 2002/12/8
Closing Date: 2002/12/8 18:39
Download Date: 2002/12/31 11:43
Q&A Box ID
Subscriber ID
Supplier Company Name
Upload Start Time
Upload End Time
Total Attachment
2444 805 Global e-Business Services Limited 2002/12/08 18:20:11 2002/12/08 18:20:13 2
2445 805 Global e-Business Services Limited 2002/12/08 18:23:13 2002/12/08 18:23:13 2
Page: 1
Ready
NUM

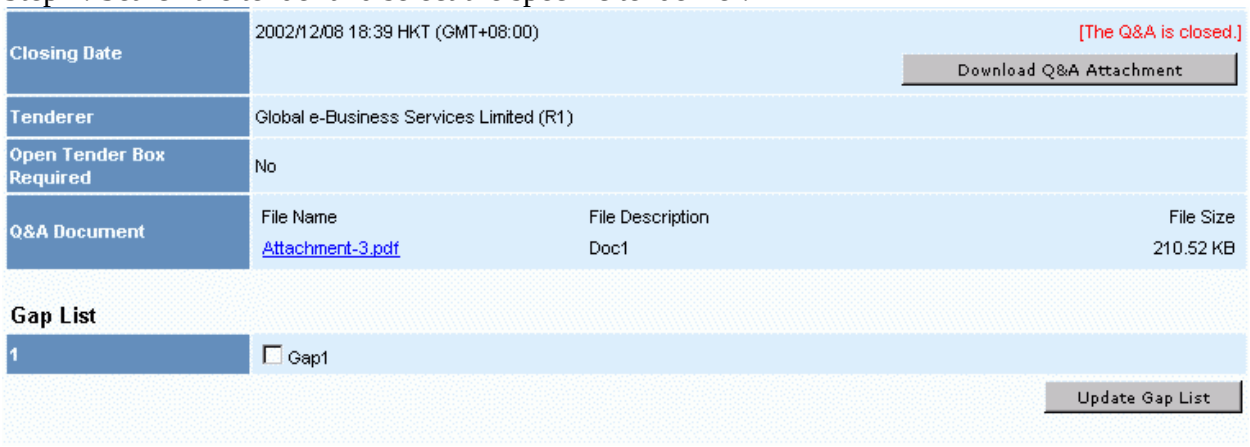
Step 4. Select the Q&A answers in the zip file and unzip to read the attachments.



P. Update Gap List

This function could be applied to both Tender Box and Non Tender Box Q&A which has been created with the gap list and the Q&A is closed. This function is controlled by the access control "Update Gap List" under "Q&A Notice".

Step 1. Search the tender and select the specific tender ref.



Step 2. Check the desired gap list check box then press "Update Gap List" button. The acknowledgement would be shown as below:

Note : Each item of the gap list is allowed to be updated once.

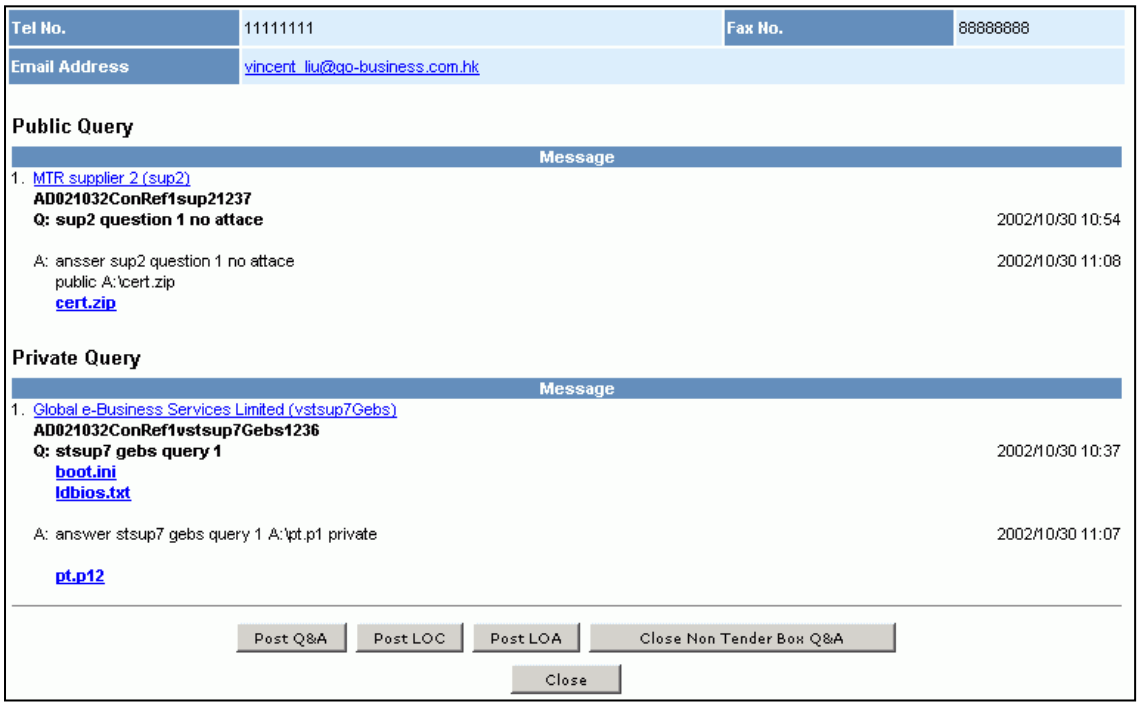
Q. Close all Non-Tender Box Q&A

For all non-tender box Q&A, tenderer can still submit response even after the Q&A closing time is elapsed. To close the non-tender box Q&A, the "Close Non Tender Box Q&A" function as described below should be used.

Step 1. Search the tender and select the specific tender.

Step 2. Press "Close Non Tender Box Q&A" and confirm OK to continue. This function is controlled by the access right of "Post LOA" under "LOC & LOA". All the non-tender box Q&A, closing time of which has been elapsed, will be closed.

Note: All non-tender box Q&A will also be closed at the time when the notification for LOA is sent.

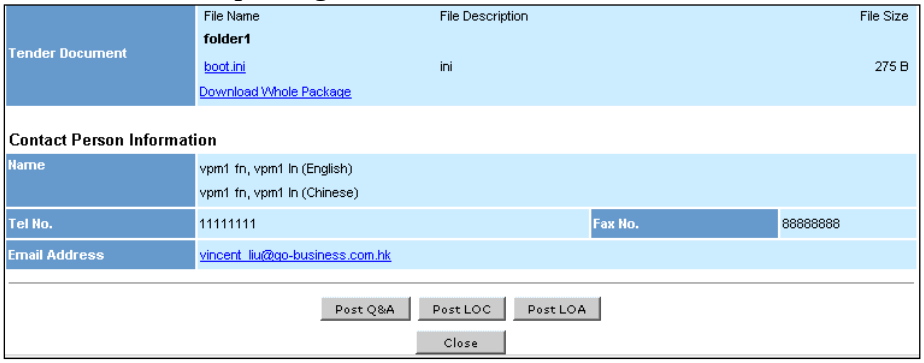


Tips: All non-tender box Q&A will be closed automatically after 1 year.

R. Send Letter of Clarification (LOC)

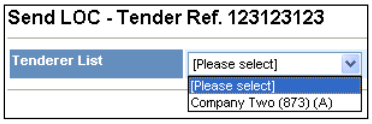
Step 1. Search the tender and select the specific tender.

Step 2. Press “Post LOC” button. This button is controlled by the access right of “Post LOC” under “LOC & LOA”. This function should be available for procurer right after the tender is closed and before posting of LOA.

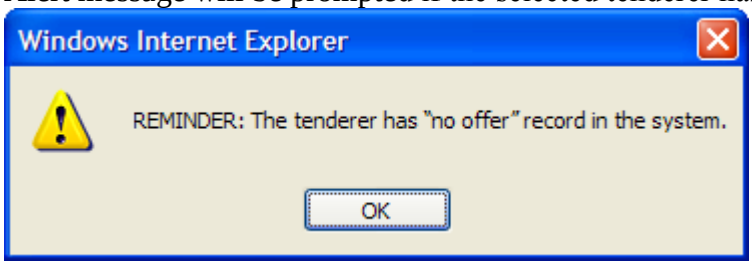


Step 3. Select the tenderer from “Tenderer List”, to which LOC is to be sent.

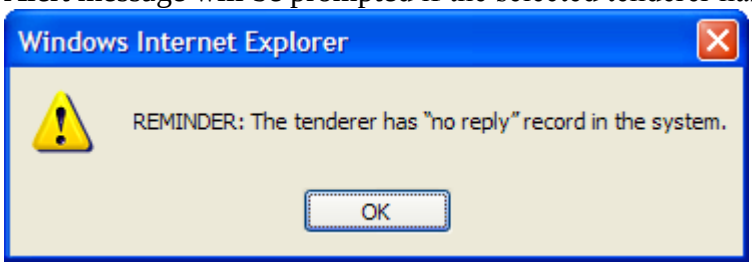
All invited tenderers could be selected to issue LOC in regardless it has submission or not, or whether it has submitted offer or no offer, with reply or no reply.



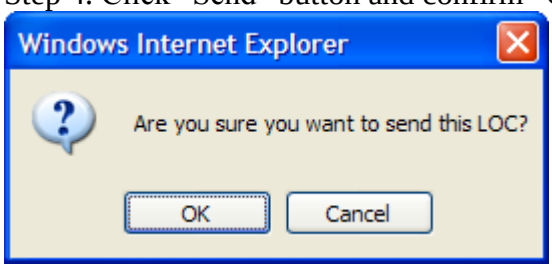
Alert message will be prompted if the selected tenderer has “no offer” record in the system.



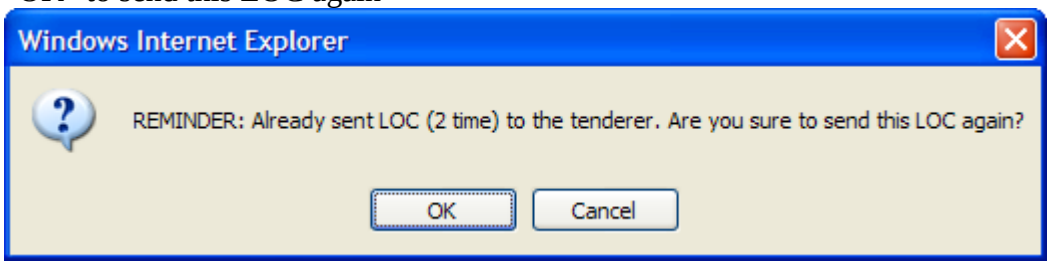
Alert message will be prompted if the selected tenderer has “no reply” record in the system.



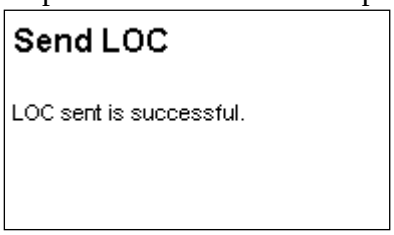
Step 4. Click “Send” button and confirm “OK” to continue.



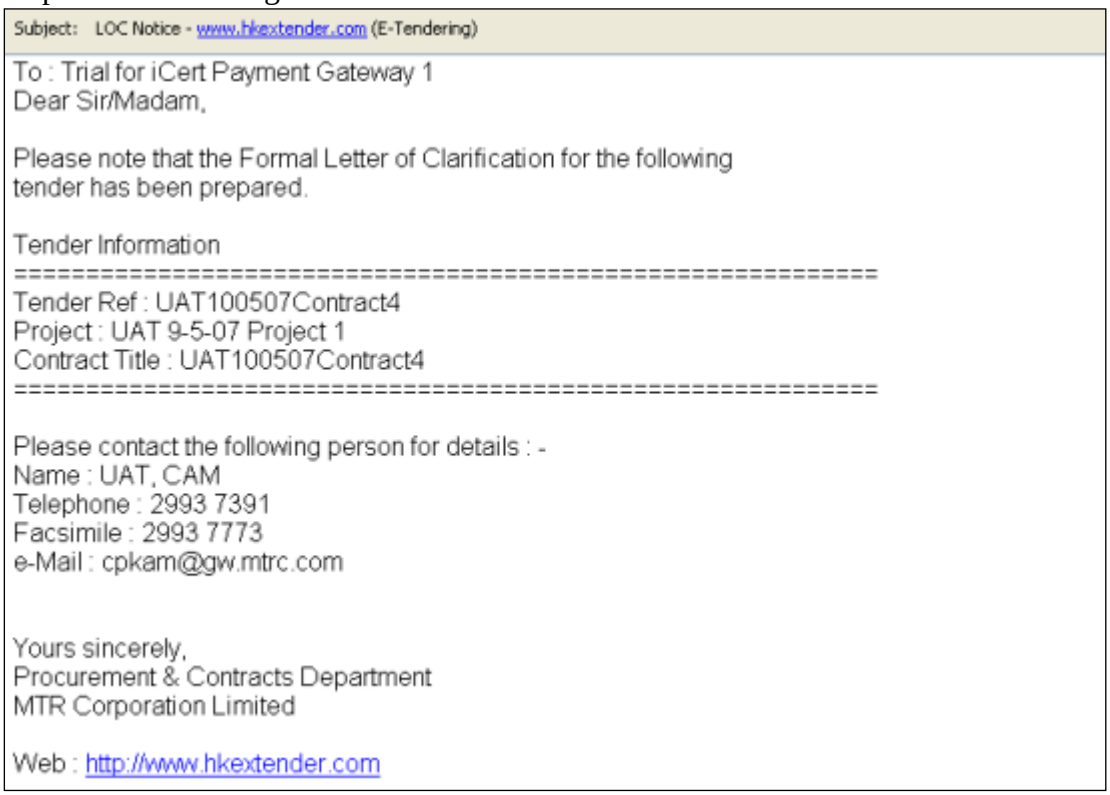
Alert message will be prompted to alert the buyer already sent LOC to the tenderer and click "OK" to send this LOC again



Step 5. If the LOC notice is posted successfully, an acknowledgement will be shown.



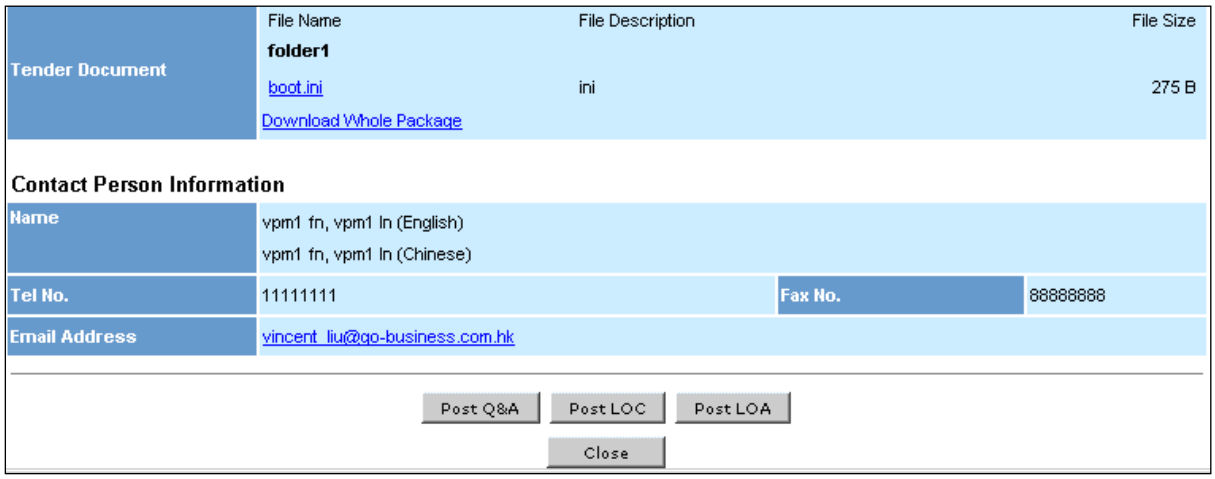
Step 6. The following email notification will be sent to the selected tenderer.


Subject: LOC Notice - www.hkextender.com (E-Tendering)
To : Trial for iCert Payment Gateway 1
Dear Sir/Madam,
Please note that the Formal Letter of Clarification for the following tender has been prepared.
Tender Information
==========
Tender Ref : UAT100507Contract4
Project : UAT 9-5-07 Project 1
Contract Title : UAT100507Contract4
==========
Please contact the following person for details : -
Name : UAT, CAM
Telephone : 2993 7391
Facsimile : 2993 7773
e-Mail : cpkam@gw.mtrc.com
Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited
Web : http://www.hkextender.com

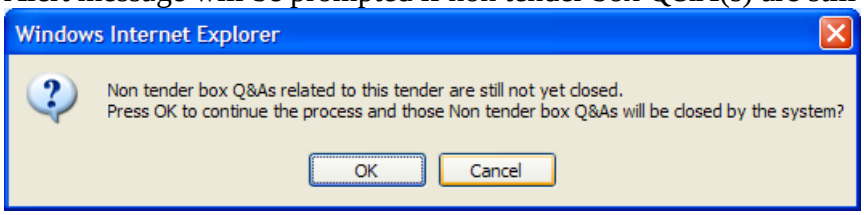
S. Send Letter of Acceptance (LOA)

Step 1. Search the tender and select the specific tender.

Step 2. Press “Post LOA” button. This function is controlled by the access right of “Post LOA” under “LOC & LOA”.



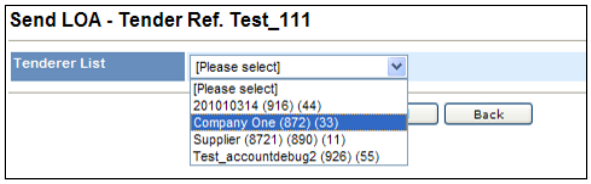
Alert message will be prompted if non tender box Q&A(s) are still not yet closed.


Windows Internet Explorer
Non tender box Q&As related to this tender are still not yet closed.
Press OK to continue the process and those Non tender box Q&As will be closed by the system?
OK
Cancel

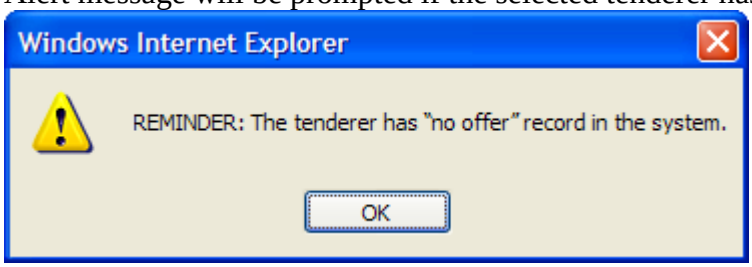
Note: Tender box Q&A with auto close feature. However, non tender box Q&A required close manually, thus an warning message should be shown to alert user before issue LOA.

Step 3. Select the tenderer from “Tenderer List”, to which LOA is to be sent..

All invited tenderers could be selected to issue LOA in regardless it has submission or not, or whether it has submitted offer or no offer, with reply or no reply.

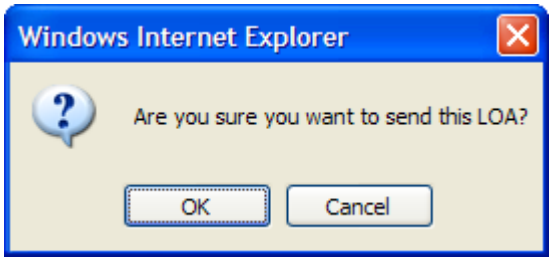


Alert message will be prompted if the selected tenderer has “no offer” record in the system.



Alert message will be prompted if the selected tenderer has “no reply” record in the system.

Step 4. Press “Send” button, confirm OK to continue and an email notification will be sent to selected tenderer.



Step 5. If the LOA notice is posted successfully, an acknowledgement will be shown.

LOA sent is successful.

Step 6. The following email notification will be sent to the selected tenderer.

Subject: LOA Notice - www.hkextender.com (E-Tendering)

To : Trial for iCert Payment Gateway 1
Dear Sir/Madam,

Please note that the Letter of Acceptance for the following tender has been prepared.

Tender Information
==========
Tender Ref : UAT100507Contract4
Project : UAT 9-5-07 Project 1
Contract Title : UAT100507Contract4

==========

Please contact the following person for details : -
Name : UAT, CAM
Telephone : 2993 7391
Facsimile : 2993 7773
e-Mail : cpkam@gw.mtrc.com

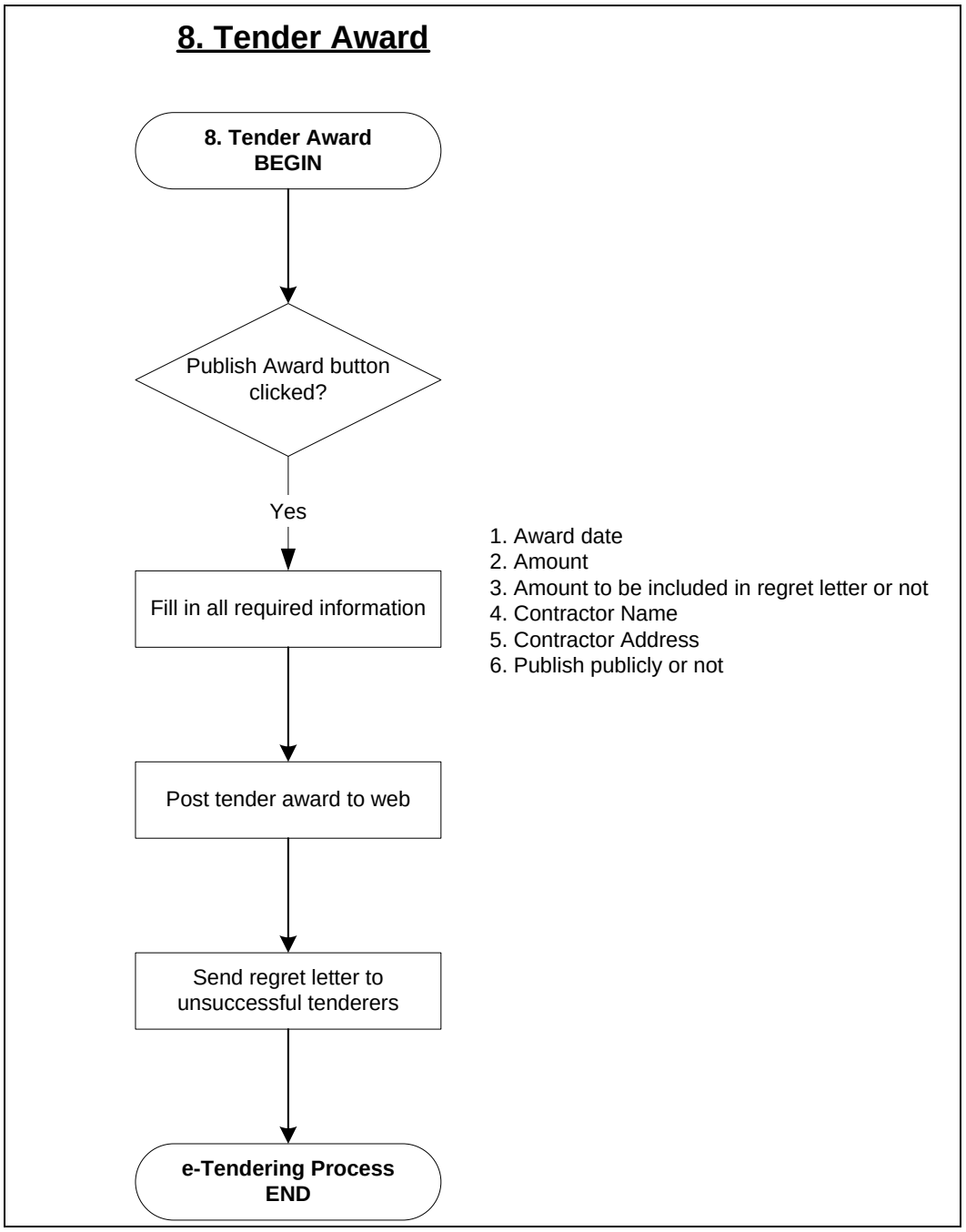
Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

Web : http://www.hkextender.com

Note:

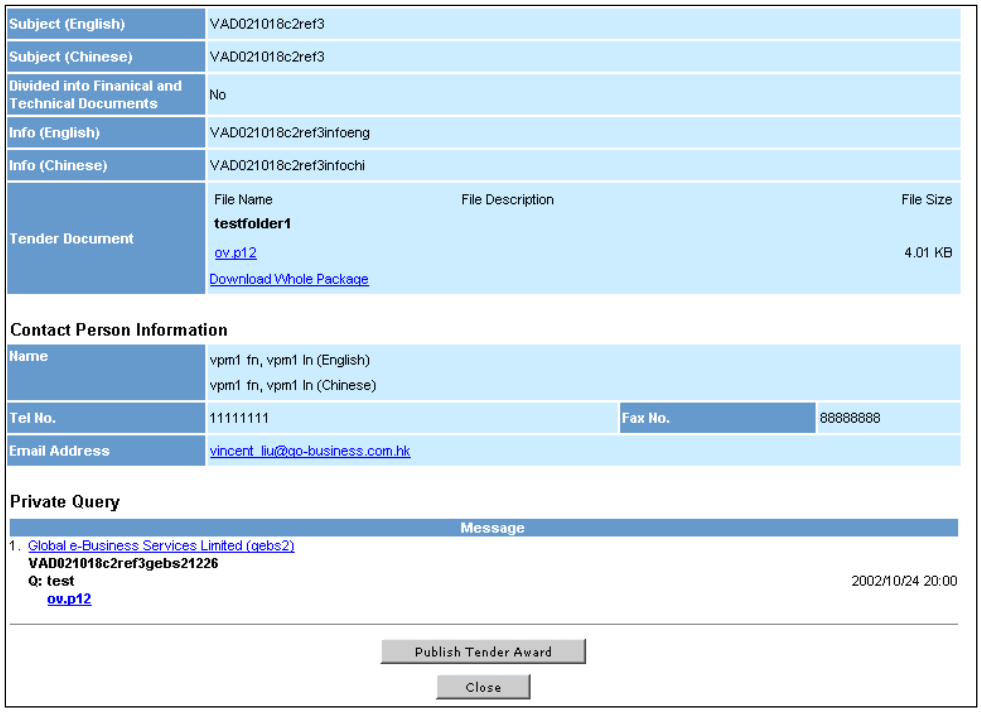
- All non tender box Q&A(s) will be closed by system (if any)

XII. Tender Award

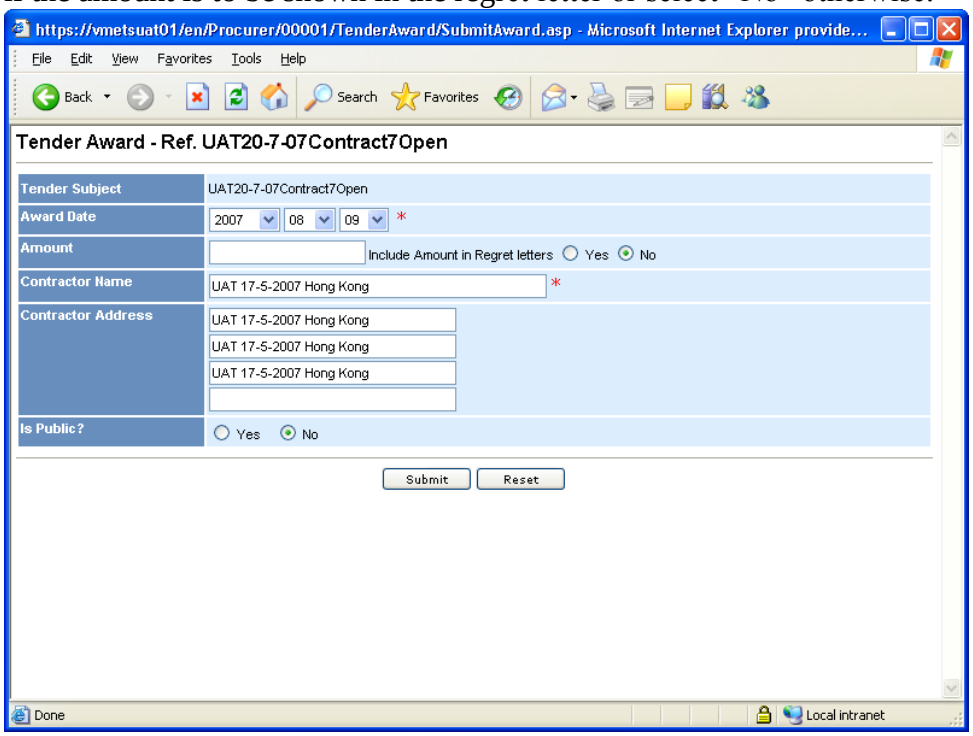

8. Tender Award
8. Tender Award BEGIN
Publish Award button clicked?
Yes
Fill in all required information
1. Award date
2. Amount
3. Amount to be included in regret letter or not
4. Contractor Name
5. Contractor Address
6. Publish publicly or not
Post tender award to web
Send regret letter to unsuccessful tenderers
e-Tendering Process END

Step 1. Search the tender and find the specific tender.

Step 2. Press “Publish Tender Award Notice” button. This button is controlled by the access right of “Post Contract Award Notice” under “Tender Box” and is only shown after posting the LOA.

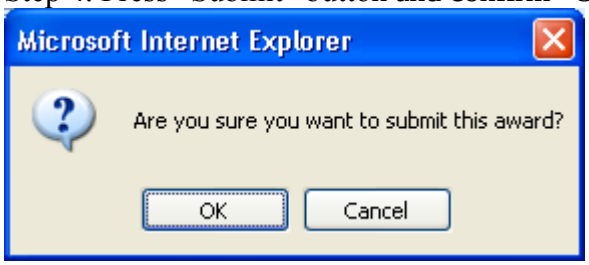


Step 3. Fill in tender award information. The Contractor Name and Contractor Address will be automatically filled by the system. The automatically filled information can be changed as required. Input the Contract Sum in the Amount field. Select “Yes” beside the Amount field if the amount is to be shown in the regret letter or select “No” otherwise.



Select “Yes” for “Is Public?” if the tender award notice is posted publicly. In this case, all registered suppliers/contractors could view the award in the system.
Select “No” for “Is Public?” if the award notice is posted non-publicly. In this case, only procurer can view the award in the system.

Step 4. Press “Submit” button and confirm “OK” to continue.



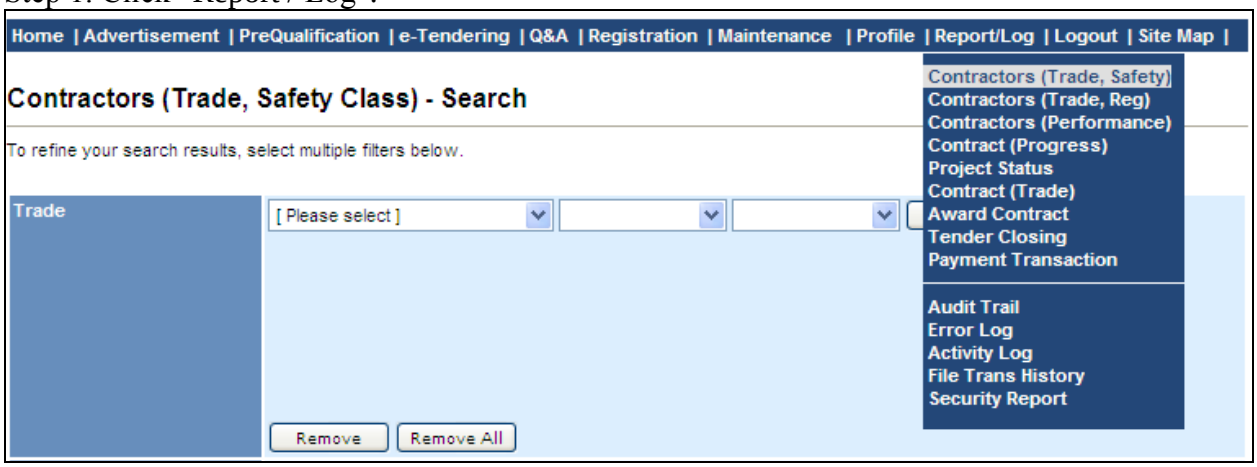
Email of Regret Letter will be sent to unsuccessful tenderers, who have submitted tenders via the system. (Note: For those tenderers submitted tenders by paper submission, notification should be prepared manually.)

XIII. Report / Log

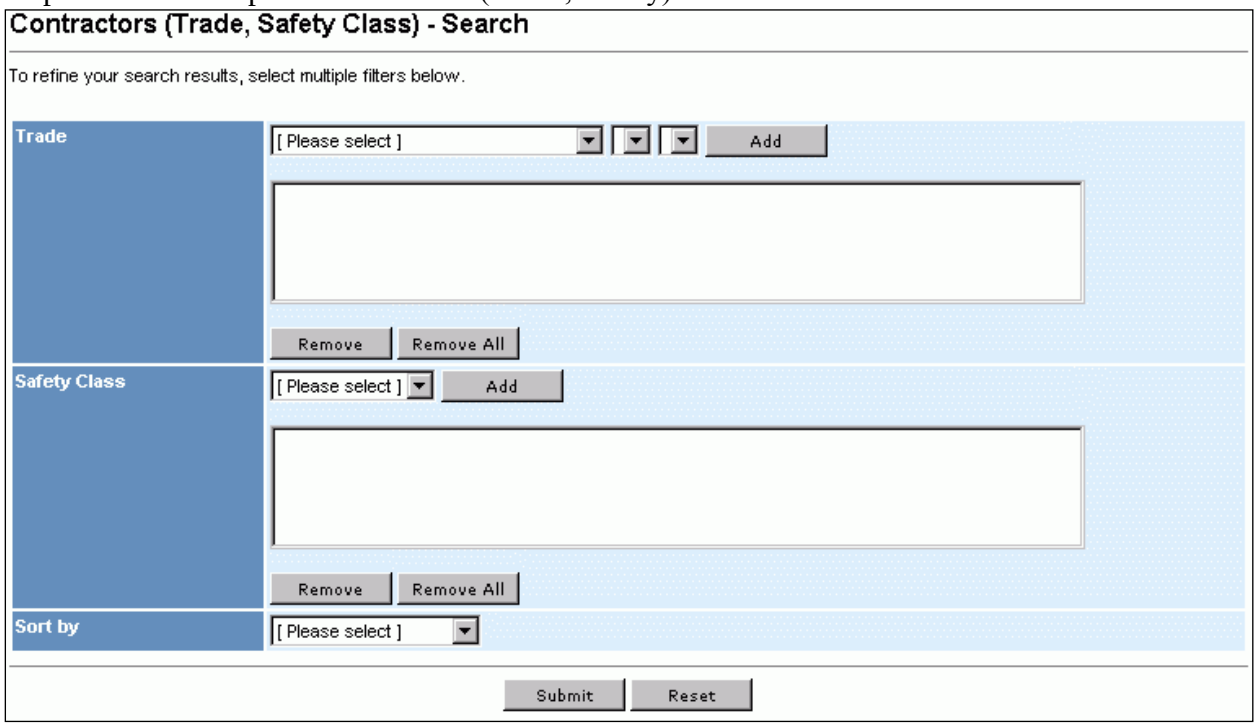
Various types of report / log can be viewed in the system.

A. Contractors (Trade, Safety) Report

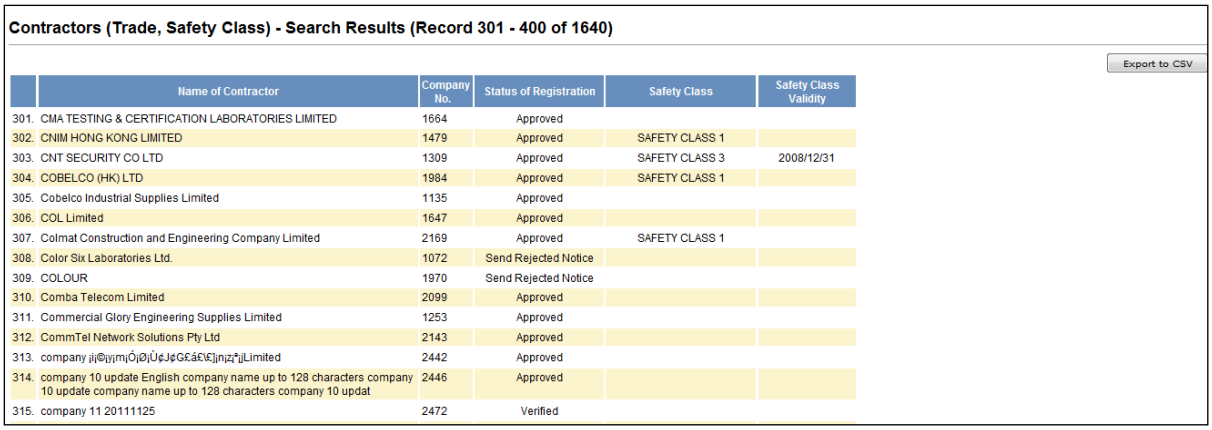
Step 1. Click “Report / Log”.



Step 2. Click the report “Contractors (Trade, Safety)”.



Step 3. Select the desired trade code(s) (not more than 6 trade codes) and safety class(es) or it will be searched for all trades or safety classes by default. The report output can be sorted by Name of Contractor, Status of Registration or Safety Class. Then click “Submit” to view the contractor's details as below.



Contractors (Trade, Safety Class) - Search Results (Record 301 - 400 of 1640)

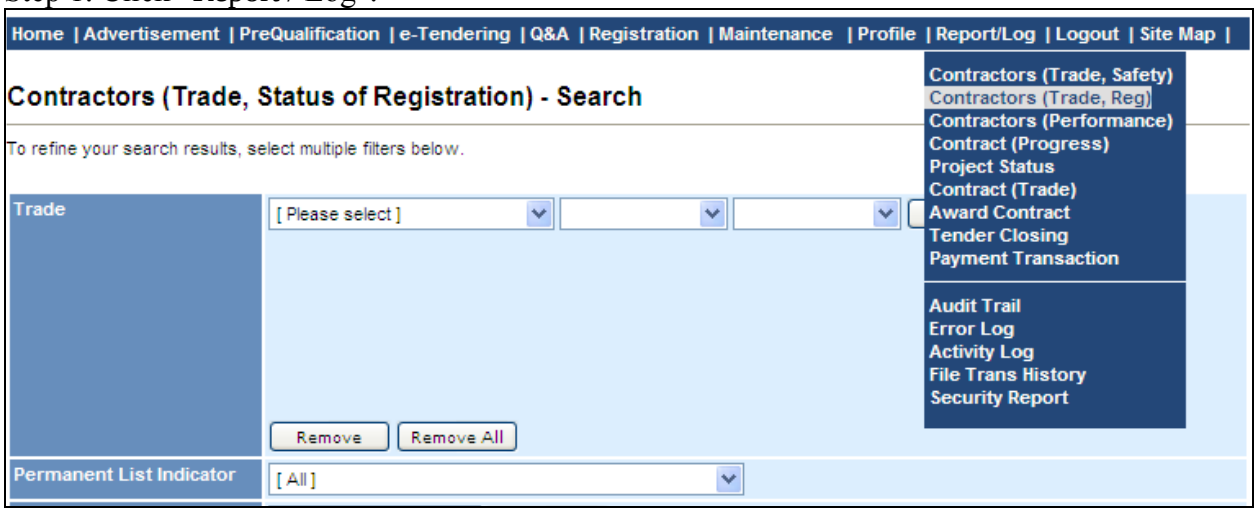
Export to CSV

	Name of Contractor	Company No.	Status of Registration	Safety Class	Safety Class Validity
301.	CMA TESTING & CERTIFICATION LABORATORIES LIMITED	1664	Approved		
302.	CNIM HONG KONG LIMITED	1479	Approved	SAFETY CLASS 1	
303.	CNT SECURITY CO LTD	1309	Approved	SAFETY CLASS 3	2008/12/31
304.	COBELCO (HK) LTD	1984	Approved	SAFETY CLASS 1	
305.	Cobelco Industrial Supplies Limited	1135	Approved		
306.	COL Limited	1647	Approved		
307.	Colmat Construction and Engineering Company Limited	2169	Approved	SAFETY CLASS 1	
308.	Color Six Laboratories Ltd.	1072	Send Rejected Notice		
309.	COLOUR	1970	Send Rejected Notice		
310.	Comba Telecom Limited	2099	Approved		
311.	Commercial Glory Engineering Supplies Limited	1253	Approved		
312.	CommTel Network Solutions Pty Ltd	2143	Approved		
313.	company ¡¡ì©¡¡ì¡¡ì¡Ó¡Ø¡Ù¢£J¢G£á£'£]¡¡ì¡¡ì²¡¡ìLimited	2442	Approved		
314.	company 10 update English company name up to 128 characters company 10 update company name up to 128 characters company 10 updat	2446	Approved		
315.	company 11 20111125	2472	Verified		

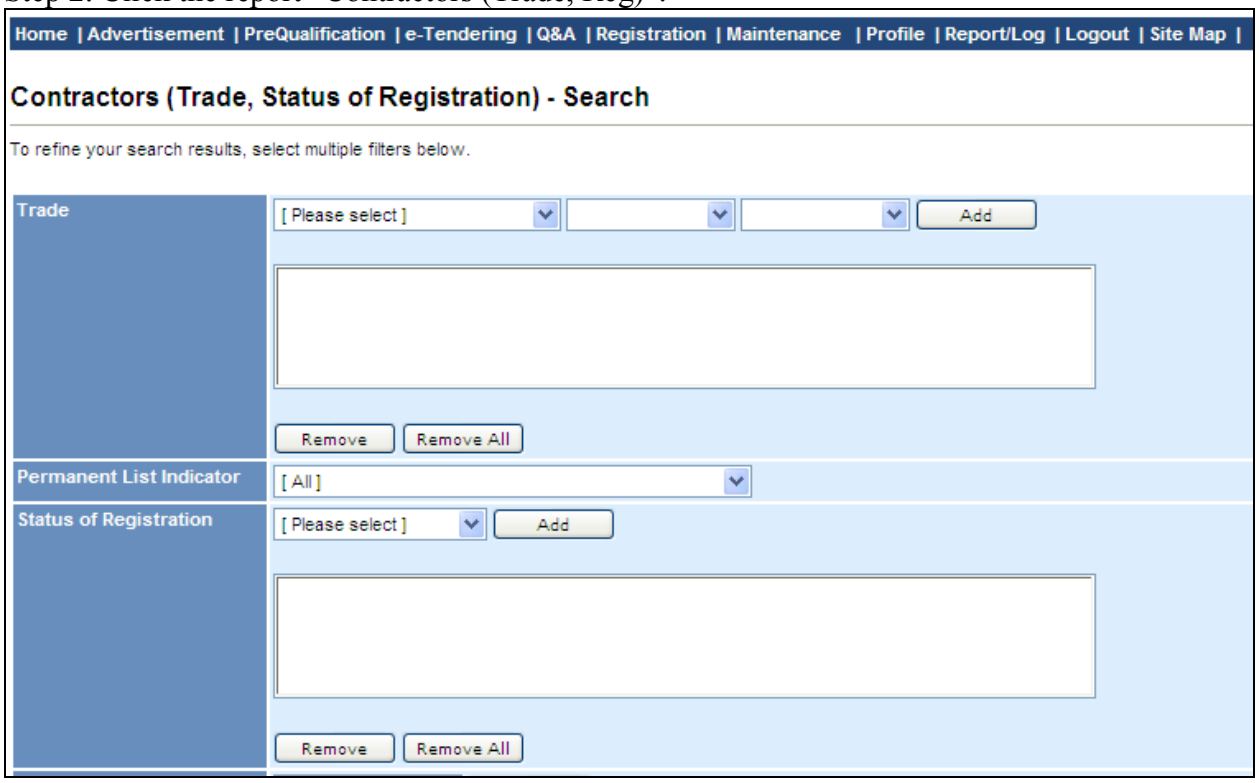
The report can be output to csv format by clicking the “Export to CSV” button.

B. Contractors (Trade, Status of Registration) Report

Step 1. Click “Report / Log”.



Step 2. Click the report “Contractors (Trade, Reg)”.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Contractors (Trade, Status of Registration) - Search
To refine your search results, select multiple filters below.
Trade
[Please select]
Add
Remove
Remove All
Permanent List Indicator
[All]
Status of Registration
[Please select]
Add
Remove
Remove All

Step 3. Select the desired trade code(s) (not more than 6 trade codes), permanent list indicator, registration status(es) or safety class(es), it will be searched for all trade, permanent list indicator, registration status or safety classes by default. The report output can be sorted by Name of Contractor, Status of Registration, Safety Class, Date of Application or Date of Approval. Then click “Submit” to view the contractors’ details as below.

Contractors (Trade, Status of Registration) - Search Results (Record 1 - 19 of 19)

Export to CSV

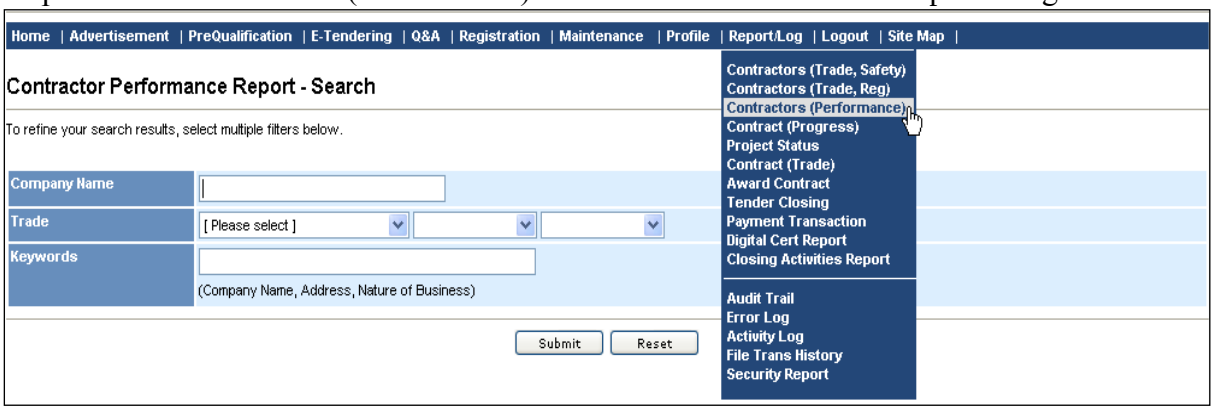
	Name of Contractor	Company No.	Status of Registration	Safety Class	Safety Class Validity	Date of Application	Date of Approval	Expiry Date
1.	C&D	2	Approved			2013/03/25 15:50	2013/03/25	
2.	Company One	10	Approved			2013/04/16 12:15	2013/04/17	
3.	Company Four	8	Approved			2013/04/16 10:19	2013/04/16	
4.	Company One	3	Approved			2013/03/27 16:21	2013/03/27	
5.	Company one VPC2	21	Approved			2013/03/27 17:35	2013/06/28	
6.	Company SIT Four	18	Suspended			2013/05/02 11:03	2013/05/03	
7.	Company SIT One	19	Rejected			2013/05/02 10:18		
8.	Company Three	5	Rejected			2013/03/28 10:18		
9.	Company Two	4	Approved			2013/03/27 17:40	2013/03/27	
10.	Company Two VPC2	9	Approved			2013/03/27 17:42	2013/04/17	
11.	CompanyFive	16	Expired			2013/04/16 11:46	2013/04/24	2013/04/23
12.	CompanyFive_VPC53	15	Approved			2013/04/16 14:28	2013/04/24	
13.	CompanyOne_VPC53	11	Pending to verify			2013/04/16 14:10		
14.	CompanySeven	17	Suspended			2013/04/16 11:16	2013/04/24	

Suspension Date	Trade Description	Trade Code	Permanent List
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar GOODS > Reinforcement Steel Bar > Epoxy Coated Steel Bar GOODS > OFFICE EQUIPMENT > PHOTOCOPYING/FAX MACHINE	01-001-001 01-001-002 01-012-010	No Yes No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
2014/05/30	GOODS > Reinforcement Steel Bar > Steel Bar GOODS > OFFICE EQUIPMENT > PHOTOCOPYING/FAX MACHINE	01-001-001 01-012-010	Yes No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar GOODS > Reinforcement Steel Bar > Epoxy Coated Steel Bar	01-001-001 01-001-002	No No
	GOODS > Reinforcement Steel Bar > Steel Bar GOODS > Reinforcement Steel Bar > Epoxy Coated Steel Bar GOODS > OFFICE EQUIPMENT > PHOTOCOPYING/FAX MACHINE	01-001-001 01-001-002 01-012-010	Yes Yes Yes
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
	GOODS > Reinforcement Steel Bar > Steel Bar GOODS > Reinforcement Steel Bar > Epoxy Coated Steel Bar	01-001-001 01-001-002	No No
	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No
2014/01/01	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	No

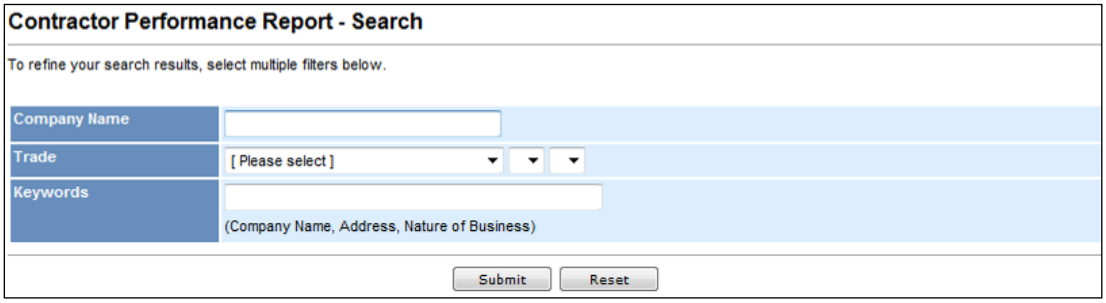
The report can be output to csv format by clicking the “Export to CSV” button.

C. Contractors Performance Report

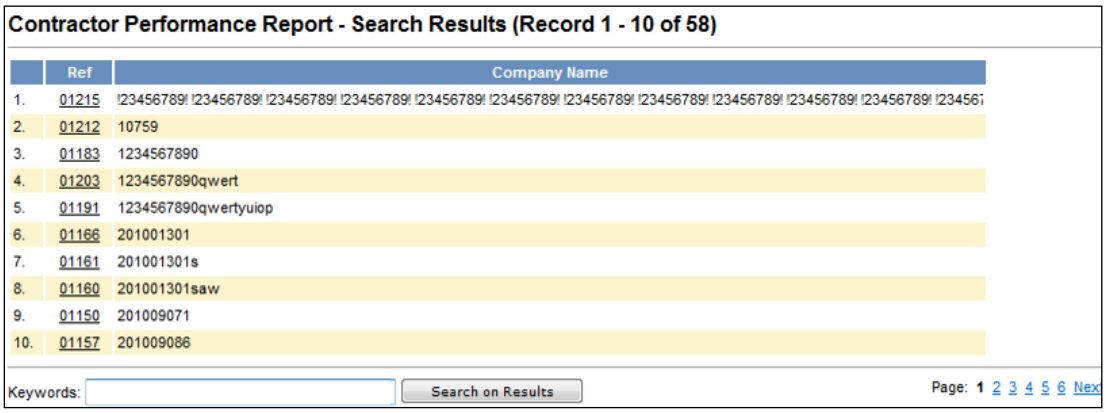
Step 1. Click “Contractors (Performance)” from the menu bar under “Report / Log”.



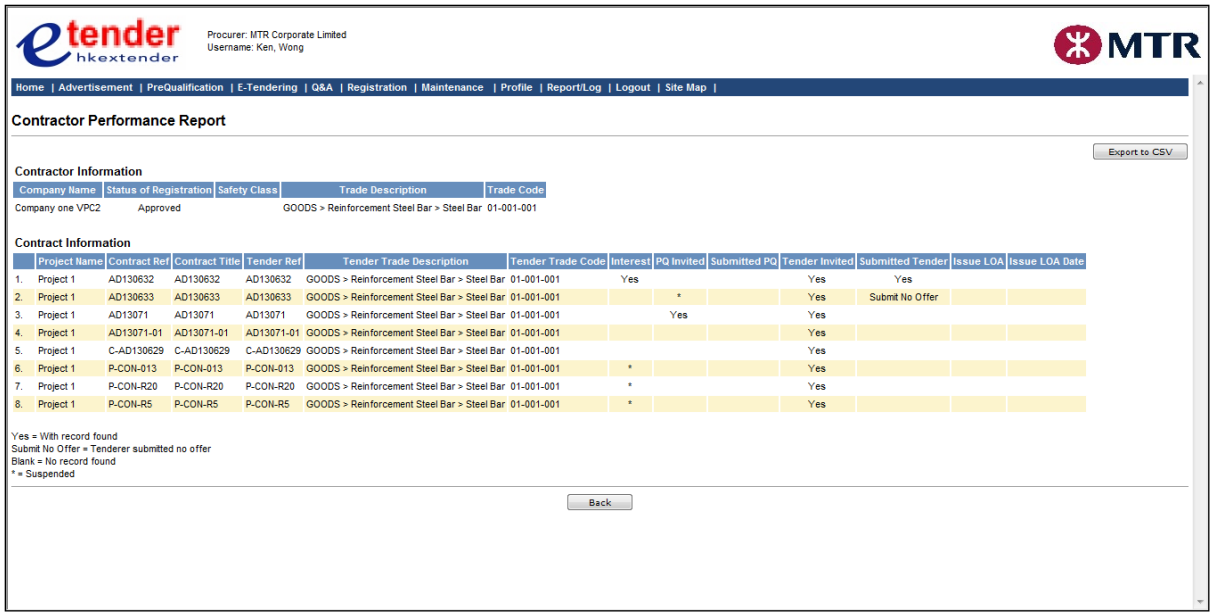
Step 2. Search contractor by different criteria.



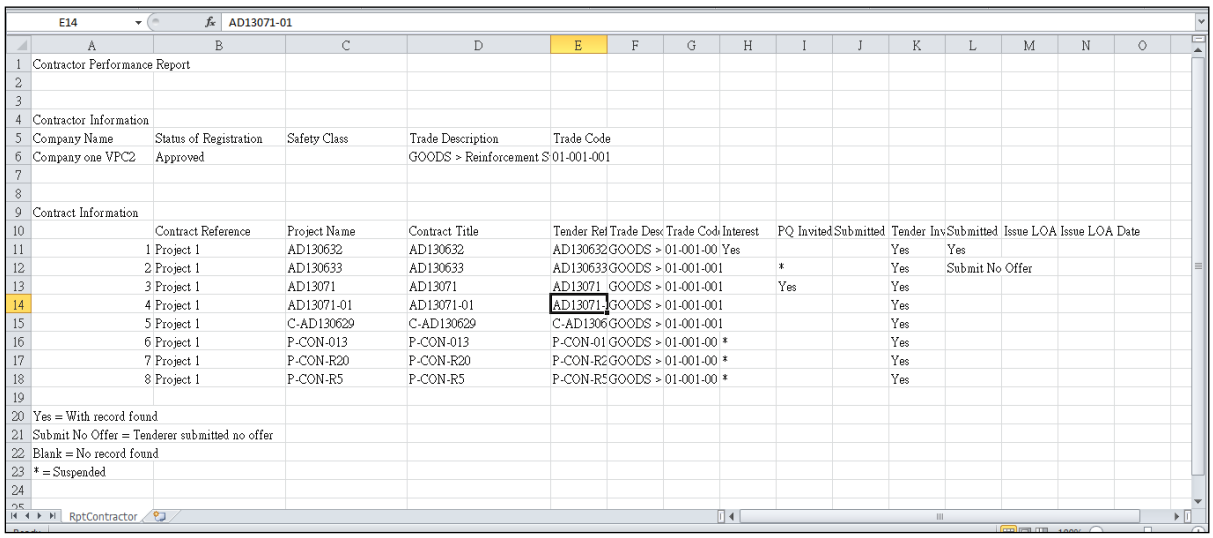
Step 3. Click “Submit” to view any contractor that matches with the searching criteria.



Step 4. Select the desired contractor then click “Submit” to view the contractor's details as below.

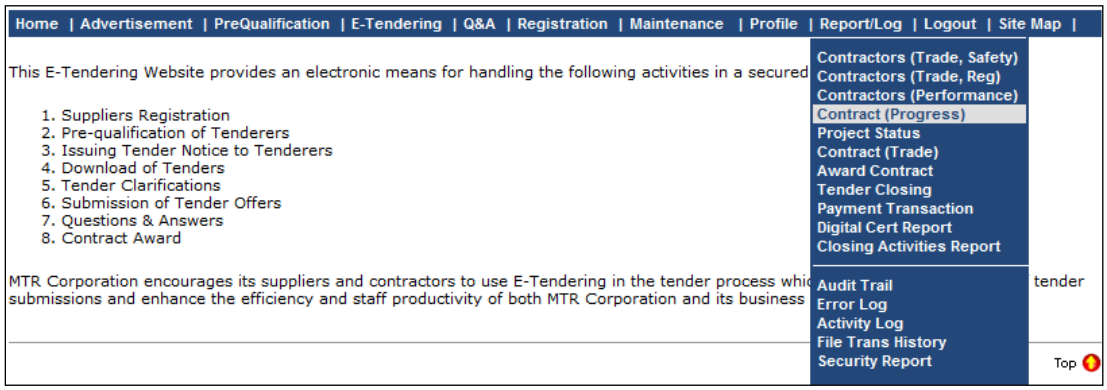

etender
hkextender
Procurer: MTR Corporate Limited
Username: Ken, Wong
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Contractor Performance Report
Export to CSV
Contractor Information
Company Name | Status of Registration | Safety Class | Trade Description | Trade Code
Company one VPC2 | Approved | | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001
Contract Information
Project Name | Contract Ref | Contract Title | Tender Ref | Tender Trade Description | Tender Trade Code | Interest | PQ Invited | Submitted PQ | Tender Invited | Submitted Tender | Issue LOA | Issue LOA Date
1. Project 1 | AD130632 | AD130632 | AD130632 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | Yes | | | Yes | Yes
2. Project 1 | AD130633 | AD130633 | AD130633 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | | * | | Yes | Submit No Offer
3. Project 1 | AD13071 | AD13071 | AD13071 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | | Yes | | Yes
4. Project 1 | AD13071-01 | AD13071-01 | AD13071-01 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | | | | Yes
5. Project 1 | C-AD130629 | C-AD130629 | C-AD130629 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | | | | Yes
6. Project 1 | P-CON-013 | P-CON-013 | P-CON-013 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | * | | | Yes
7. Project 1 | P-CON-R20 | P-CON-R20 | P-CON-R20 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | * | | | Yes
8. Project 1 | P-CON-R5 | P-CON-R5 | P-CON-R5 | GOODS > Reinforcement Steel Bar > Steel Bar | 01-001-001 | * | | | Yes
Yes = With record found
Submit No Offer = Tenderer submitted no offer
Blank = No record found
* = Suspended
Back

Step 5. Click “Export to CSV” button to output the result to CSV format.

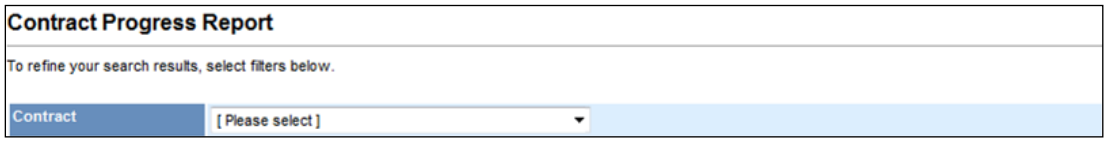

E14
AD13071-01
Contractor Performance Report
Contractor Information
Company Name | Status of Registration | Safety Class | Trade Description | Trade Code
Company one VPC2 | Approved | | GOODS > Reinforcement S | 01-001-001
Contract Information
Contract Reference | Project Name | Contract Title | Tender Ref | Trade Des | Trade Cod | Interest | PQ Invited | Submitted | Tender Inv | Submitted | Issue LOA | Issue LOA Date
1 | Project 1 | AD130632 | AD130632 | AD130632 | GOODS > | 01-001-00 | Yes | | | Yes | Yes
2 | Project 1 | AD130633 | AD130633 | AD130633 | GOODS > | 01-001-001 | * | | Yes | Submit No Offer
3 | Project 1 | AD13071 | AD13071 | AD13071 | GOODS > | 01-001-001 | Yes | | Yes
4 | Project 1 | AD13071-01 | AD13071-01 | AD13071-01 | GOODS > | 01-001-001 | | | Yes
5 | Project 1 | C-AD130629 | C-AD130629 | C-AD1306 | GOODS > | 01-001-001 | | | Yes
6 | Project 1 | P-CON-013 | P-CON-013 | P-CON-01 | GOODS > | 01-001-00 | * | | Yes
7 | Project 1 | P-CON-R20 | P-CON-R20 | P-CON-R2 | GOODS > | 01-001-00 | * | | Yes
8 | Project 1 | P-CON-R5 | P-CON-R5 | P-CON-R5 | GOODS > | 01-001-00 | * | | Yes
Yes = With record found
Submit No Offer = Tenderer submitted no offer
Blank = No record found
* = Suspended
RptContractor

D. Contract Progress Report

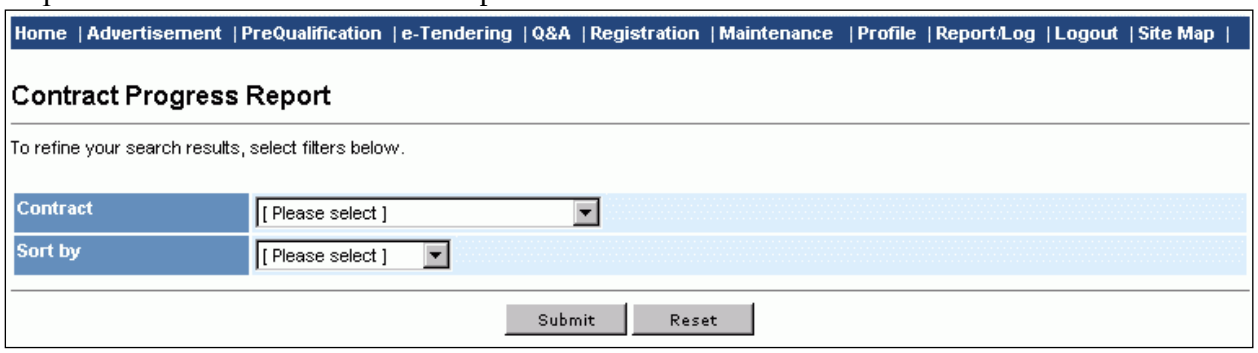
Step 1. Click the “Contract (Progress)” from the menu bar under “Report / Log”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
This E-Tendering Website provides an electronic means for handling the following activities in a secured
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process whi
submissions and enhance the efficiency and staff productivity of both MTR Corporation and its business
tender
Contractors (Trade, Safety)
Contractors (Trade, Reg)
Contractors (Performance)
Contract (Progress)
Project Status
Contract (Trade)
Award Contract
Tender Closing
Payment Transaction
Digital Cert Report
Closing Activities Report
Audit Trail
Error Log
Activity Log
File Trans History
Security Report
Top

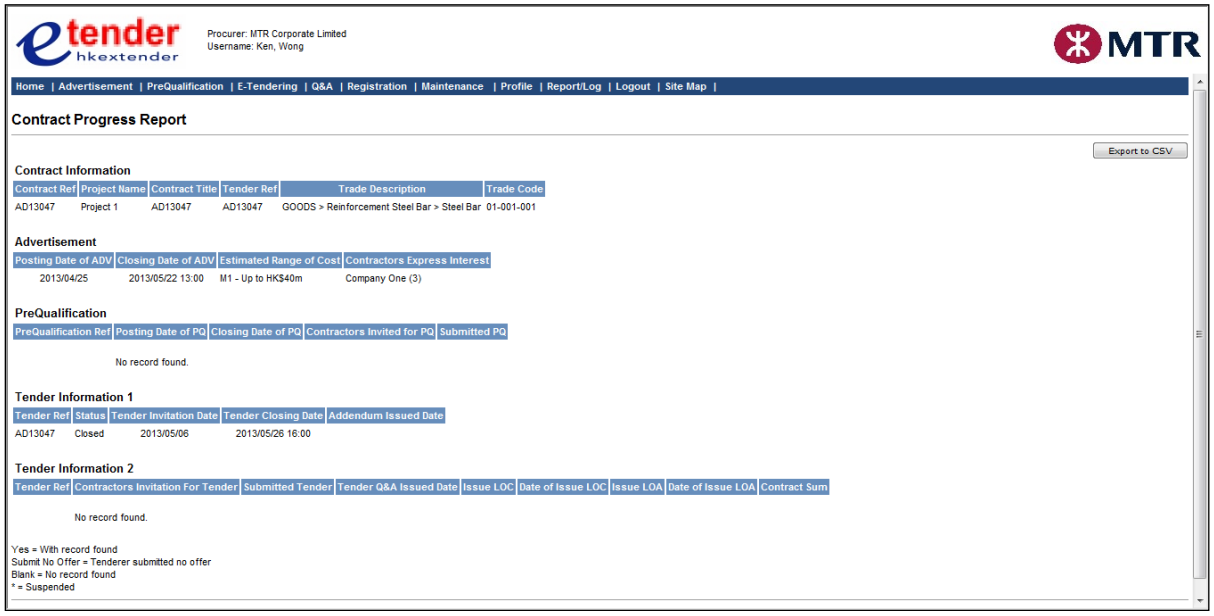
Step 2. Select the contract.



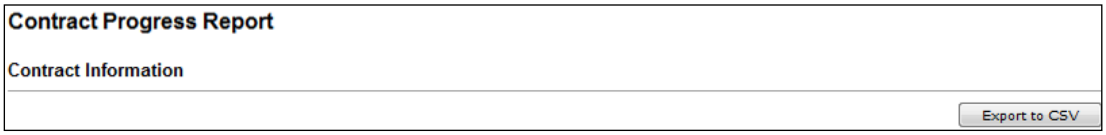
Step 3. Click “Submit” to view the report.

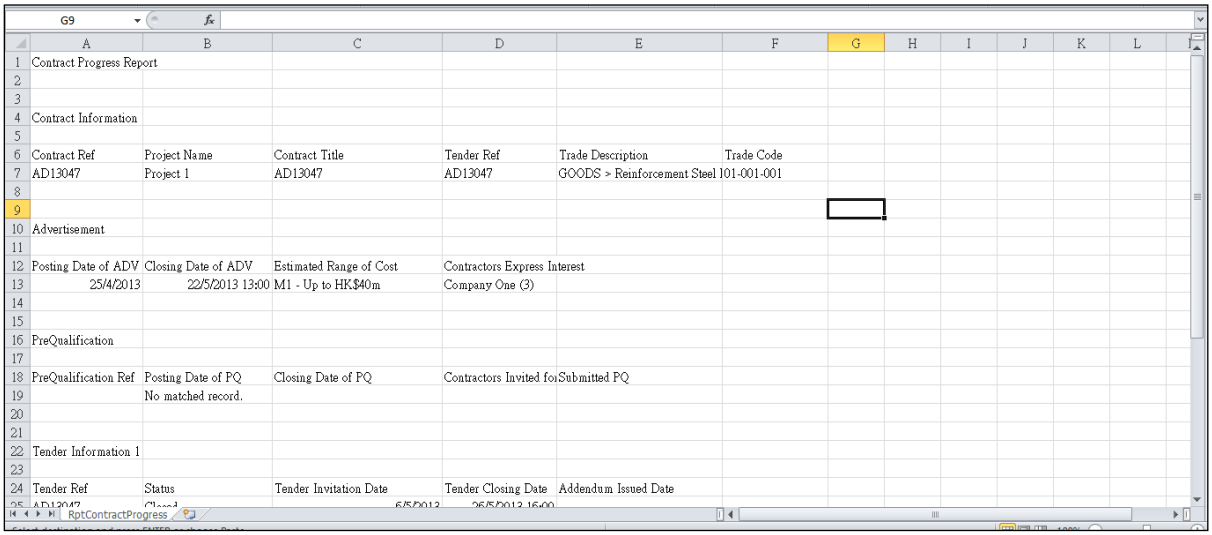

Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Contract Progress Report
To refine your search results, select filters below.
Contract
[Please select]
Sort by
[Please select]
Submit
Reset

Step 4. The Contract Progress Report will be shown:


etender
hkextender
Procurer: MTR Corporate Limited
Username: Ken, Wong
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Contract Progress Report
Export to CSV
Contract Information
Contract Ref | Project Name | Contract Title | Tender Ref | Trade Description | Trade Code
AD13047 Project 1 AD13047 AD13047 GOODS > Reinforcement Steel Bar > Steel Bar 01-001-001
Advertisement
Posting Date of ADV | Closing Date of ADV | Estimated Range of Cost | Contractors Express Interest
2013/04/25 2013/05/22 13:00 M1 - Up to HK$40m Company One (3)
PreQualification
PreQualification Ref | Posting Date of PQ | Closing Date of PQ | Contractors Invited for PQ | Submitted PQ
No record found.
Tender Information 1
Tender Ref | Status | Tender Invitation Date | Tender Closing Date | Addendum Issued Date
AD13047 Closed 2013/05/06 2013/05/26 16:00
Tender Information 2
Tender Ref | Contractors Invitation For Tender | Submitted Tender | Tender Q&A Issued Date | Issue LOC | Date of Issue LOC | Issue LOA | Date of Issue LOA | Contract Sum
No record found.
Yes = With record found
Submit No Offer = Tenderer submitted no offer
Blank = No record found
* = Suspended

Step 5. Click “Export to CSV” to output to CSV format.

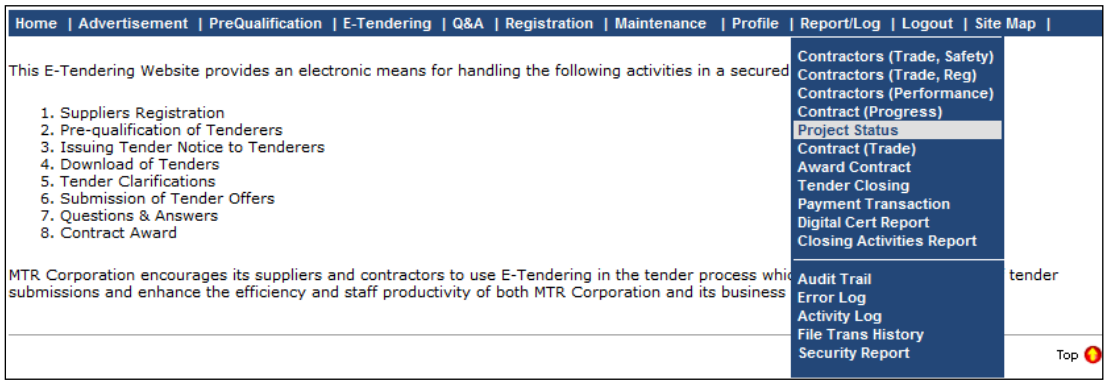




	A	B	C	D	E	F
1	Contract Progress Report					
2						
3						
4	Contract Information					
5						
6	Contract Ref	Project Name	Contract Title	Tender Ref	Trade Description	Trade Code
7	AD13047	Project 1	AD13047	AD13047	GOODS > Reinforcement Steel	01-001-001
8						
9						
10	Advertisement					
11						
12	Posting Date of ADV	Closing Date of ADV	Estimated Range of Cost	Contractors Express Interest		
13	25/4/2013	22/5/2013 13:00	M1 - Up to HK$40m	Company One (3)		
14						
15						
16	PreQualification					
17						
18	PreQualification Ref	Posting Date of PQ	Closing Date of PQ	Contractors Invited for	Submitted PQ	
19		No matched record.				
20						
21						
22	Tender Information 1					
23						
24	Tender Ref	Status	Tender Invitation Date	Tender Closing Date	Addendum Issued Date	
25	AD13047	Closed	6/5/2013	26/5/2013 16:00		

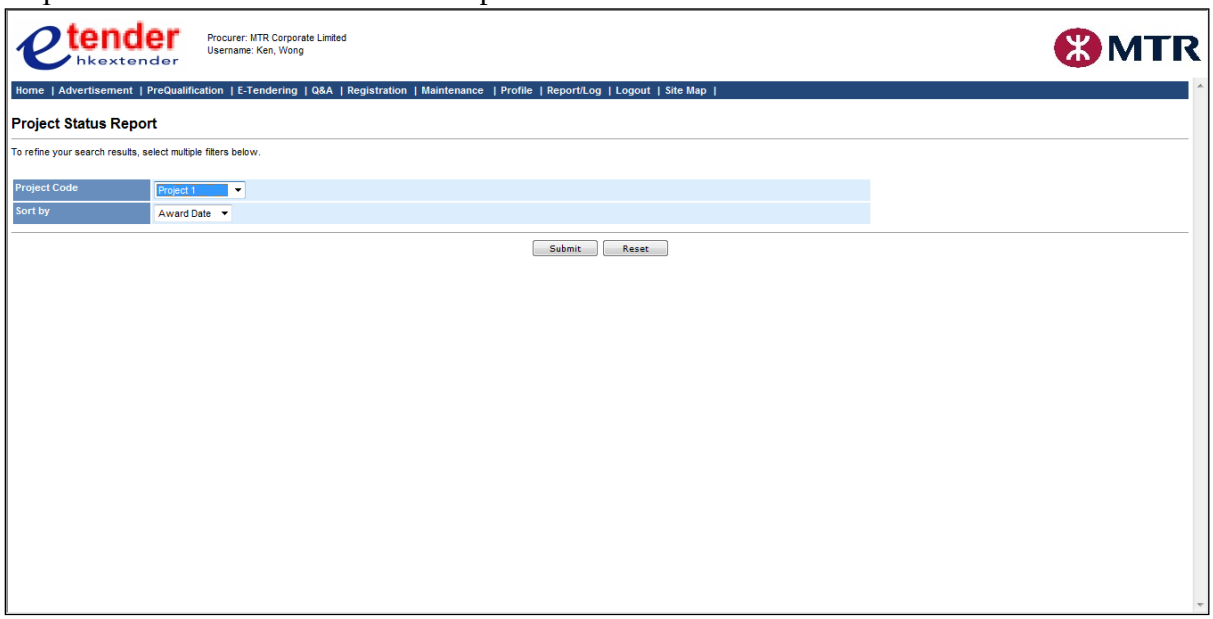
E. Project Status Report

Step 1. Click the “Project Status” from the menu bar under “Report / Log”.

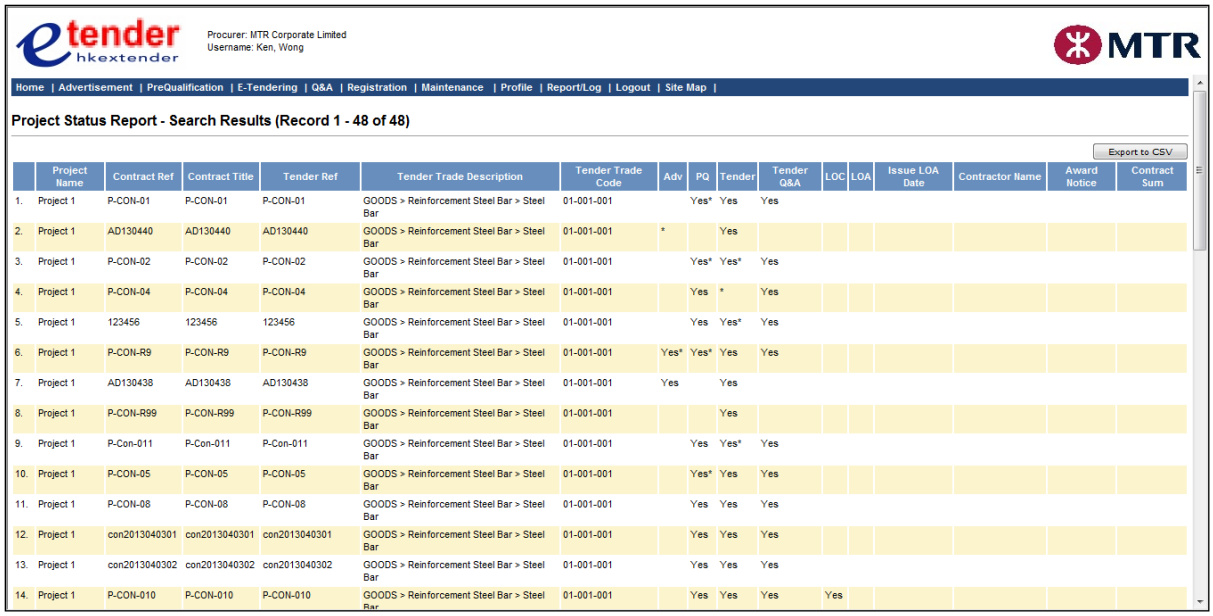

Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
This E-Tendering Website provides an electronic means for handling the following activities in a secured
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process whi
submissions and enhance the efficiency and staff productivity of both MTR Corporation and its business
tender
Contractors (Trade, Safety)
Contractors (Trade, Reg)
Contractors (Performance)
Contract (Progress)
Project Status
Contract (Trade)
Award Contract
Tender Closing
Payment Transaction
Digital Cert Report
Closing Activities Report
Audit Trail
Error Log
Activity Log
File Trans History
Security Report
Top

Step 2. Choose project code and select the sorting criteria as required. The result could be sorted by the contract ref or tender ref.

Step 3. Click “Submit” to view the report.



Step 4. The Project Status Report is shown as below.



Procurer: MTR Corporate Limited
Username: Ken, Wong

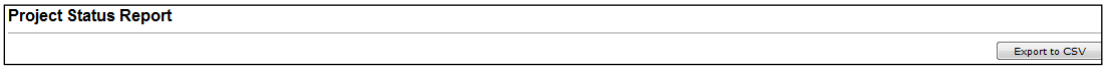
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |

Project Status Report - Search Results (Record 1 - 48 of 48)

Export to CSV

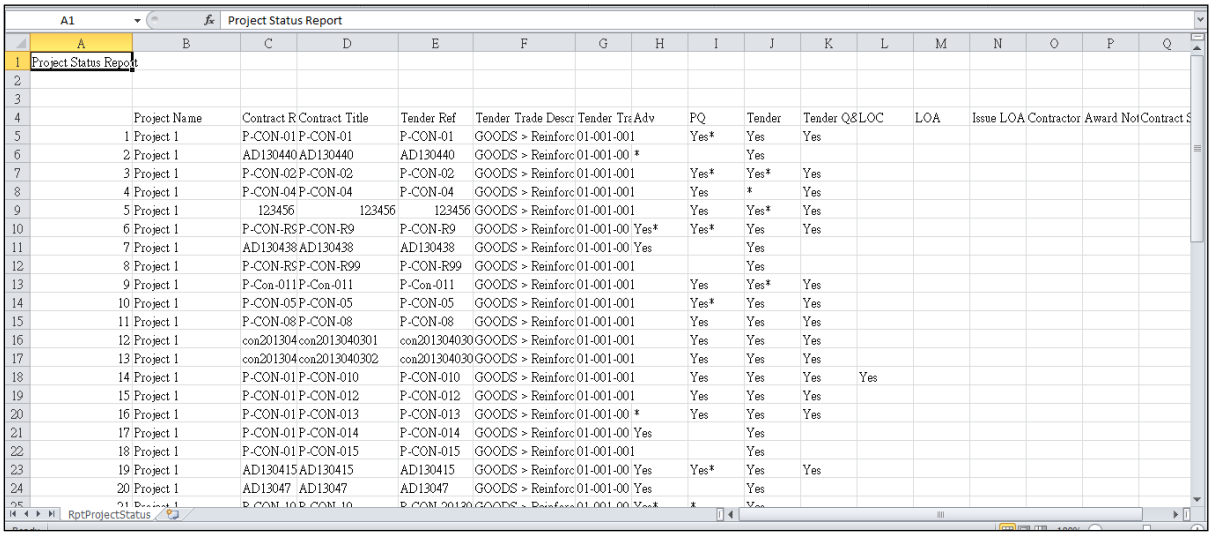
	Project Name	Contract Ref	Contract Title	Tender Ref	Tender Trade Description	Tender Trade Code	Adv	PQ	Tender	Tender Q&A	LOC	LOA	Issue LOA Date	Contractor Name	Award Notice	Contract Sum
1.	Project 1	P-CON-01	P-CON-01	P-CON-01	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes*	Yes	Yes						
2.	Project 1	AD130440	AD130440	AD130440	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	*		Yes							
3.	Project 1	P-CON-02	P-CON-02	P-CON-02	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes*	Yes*	Yes						
4.	Project 1	P-CON-04	P-CON-04	P-CON-04	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	*	Yes						
5.	Project 1	123456	123456	123456	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes*	Yes						
6.	Project 1	P-CON-R9	P-CON-R9	P-CON-R9	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes*	Yes*	Yes	Yes						
7.	Project 1	AD130438	AD130438	AD130438	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes							
8.	Project 1	P-CON-R99	P-CON-R99	P-CON-R99	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001			Yes							
9.	Project 1	P-Con-011	P-Con-011	P-Con-011	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes*	Yes						
10.	Project 1	P-CON-05	P-CON-05	P-CON-05	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes*	Yes	Yes						
11.	Project 1	P-CON-08	P-CON-08	P-CON-08	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
12.	Project 1	con2013040301	con2013040301	con2013040301	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
13.	Project 1	con2013040302	con2013040302	con2013040302	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
14.	Project 1	P-CON-010	P-CON-010	P-CON-010	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes	Yes					

Step 5. Click “Export to CSV” to output to CSV format.



Project Status Report

Export to CSV



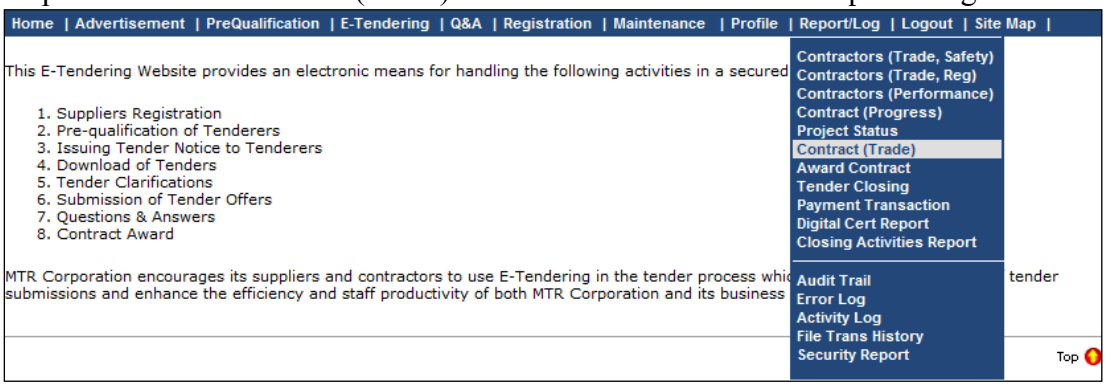
A1 | Project Status Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Project Status Report																
2																	
3																	
4		Project Name	Contract R	Contract Title	Tender Ref	Tender Trade Descr	Tender Tra	Adv	PQ	Tender	Tender Q&	LOC	LOA	Issue LOA	Contractor	Award Not	Contract S
5	1	Project 1	P-CON-01	P-CON-01	P-CON-01	GOODS > Reinforc	01-001-001		Yes*	Yes	Yes						
6	2	Project 1	AD130440	AD130440	AD130440	GOODS > Reinforc	01-001-00	*		Yes							
7	3	Project 1	P-CON-02	P-CON-02	P-CON-02	GOODS > Reinforc	01-001-001		Yes*	Yes*	Yes						
8	4	Project 1	P-CON-04	P-CON-04	P-CON-04	GOODS > Reinforc	01-001-001		Yes	*	Yes						
9	5	Project 1	123456	123456	123456	GOODS > Reinforc	01-001-001		Yes	Yes*	Yes						
10	6	Project 1	P-CON-R9	P-CON-R9	P-CON-R9	GOODS > Reinforc	01-001-00	Yes*	Yes*	Yes	Yes						
11	7	Project 1	AD130438	AD130438	AD130438	GOODS > Reinforc	01-001-00	Yes		Yes							
12	8	Project 1	P-CON-R9	P-CON-R99	P-CON-R99	GOODS > Reinforc	01-001-001			Yes							
13	9	Project 1	P-Con-011	P-Con-011	P-Con-011	GOODS > Reinforc	01-001-001		Yes	Yes*	Yes						
14	10	Project 1	P-CON-05	P-CON-05	P-CON-05	GOODS > Reinforc	01-001-001		Yes*	Yes	Yes						
15	11	Project 1	P-CON-08	P-CON-08	P-CON-08	GOODS > Reinforc	01-001-001		Yes	Yes	Yes						
16	12	Project 1	con201304	con2013040301	con201304030	GOODS > Reinforc	01-001-001		Yes	Yes	Yes						
17	13	Project 1	con201304	con2013040302	con201304030	GOODS > Reinforc	01-001-001		Yes	Yes	Yes						
18	14	Project 1	P-CON-01	P-CON-010	P-CON-010	GOODS > Reinforc	01-001-001		Yes	Yes	Yes	Yes					
19	15	Project 1	P-CON-01	P-CON-012	P-CON-012	GOODS > Reinforc	01-001-001		Yes	Yes	Yes						
20	16	Project 1	P-CON-01	P-CON-013	P-CON-013	GOODS > Reinforc	01-001-00	*	Yes	Yes	Yes						
21	17	Project 1	P-CON-01	P-CON-014	P-CON-014	GOODS > Reinforc	01-001-00	Yes		Yes							
22	18	Project 1	P-CON-01	P-CON-015	P-CON-015	GOODS > Reinforc	01-001-001			Yes							
23	19	Project 1	AD130415	AD130415	AD130415	GOODS > Reinforc	01-001-00	Yes	Yes*	Yes	Yes						
24	20	Project 1	AD13047	AD13047	AD13047	GOODS > Reinforc	01-001-00	Yes		Yes							

RptProjectStatus

F. Contracts (Trade) Report

Step 1. Click the “Contract (Trade)” from the menu bar under “Report / Log”.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
This E-Tendering Website provides an electronic means for handling the following activities in a secured
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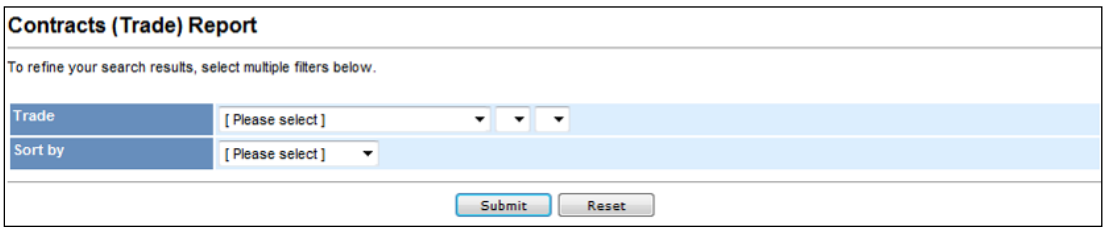
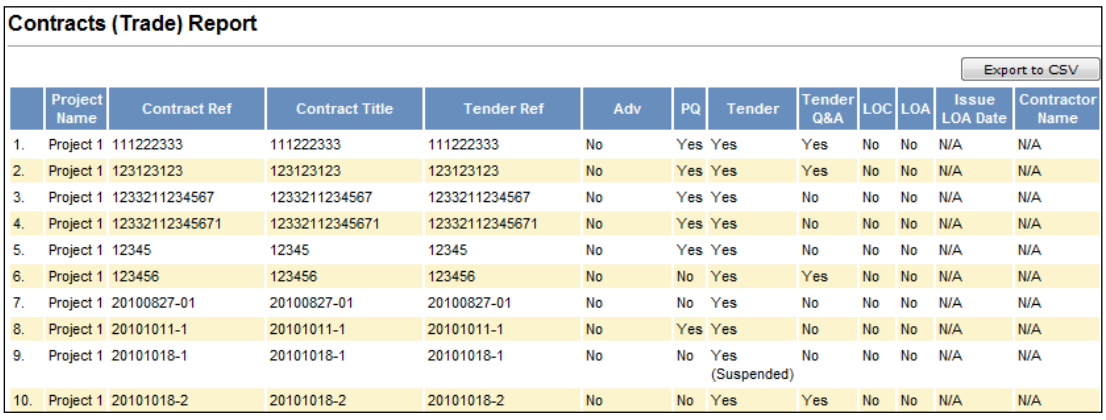
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
MTR Corporation encourages its suppliers and contractors to use E-Tendering in the tender process whi
submissions and enhance the efficiency and staff productivity of both MTR Corporation and its business
tender
Contractors (Trade, Safety)
Contractors (Trade, Reg)
Contractors (Performance)
Contract (Progress)
Project Status
Contract (Trade)
Award Contract
Tender Closing
Payment Transaction
Digital Cert Report
Closing Activities Report
Audit Trail
Error Log
Activity Log
File Trans History
Security Report
Top

Step 2. Identify criteria for the required report. The trade is required and the Sort by is optional. The result could be sorted by the contract ref or the tender ref.

Step 3. Click “Submit” to view the report.

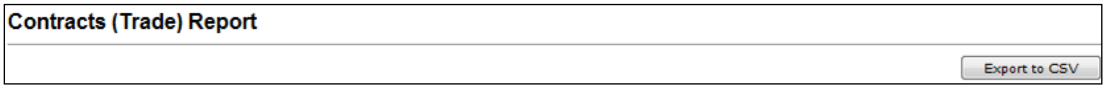


The Contract (Trade) Report is shown as below.



	Project Name	Contract Ref	Contract Title	Tender Ref	Adv	PQ	Tender	Tender Q&A	LOC	LOA	Issue LOA Date	Contractor Name
1.	Project 1	111222333	111222333	111222333	No	Yes	Yes	Yes	No	No	N/A	N/A
2.	Project 1	123123123	123123123	123123123	No	Yes	Yes	Yes	No	No	N/A	N/A
3.	Project 1	1233211234567	1233211234567	1233211234567	No	Yes	Yes	No	No	No	N/A	N/A
4.	Project 1	12332112345671	12332112345671	12332112345671	No	Yes	Yes	No	No	No	N/A	N/A
5.	Project 1	12345	12345	12345	No	Yes	Yes	No	No	No	N/A	N/A
6.	Project 1	123456	123456	123456	No	No	Yes	Yes	No	No	N/A	N/A
7.	Project 1	20100827-01	20100827-01	20100827-01	No	No	Yes	No	No	No	N/A	N/A
8.	Project 1	20101011-1	20101011-1	20101011-1	No	Yes	Yes	No	No	No	N/A	N/A
9.	Project 1	20101018-1	20101018-1	20101018-1	No	No	Yes (Suspended)	No	No	No	N/A	N/A
10.	Project 1	20101018-2	20101018-2	20101018-2	No	No	Yes	Yes	No	No	N/A	N/A

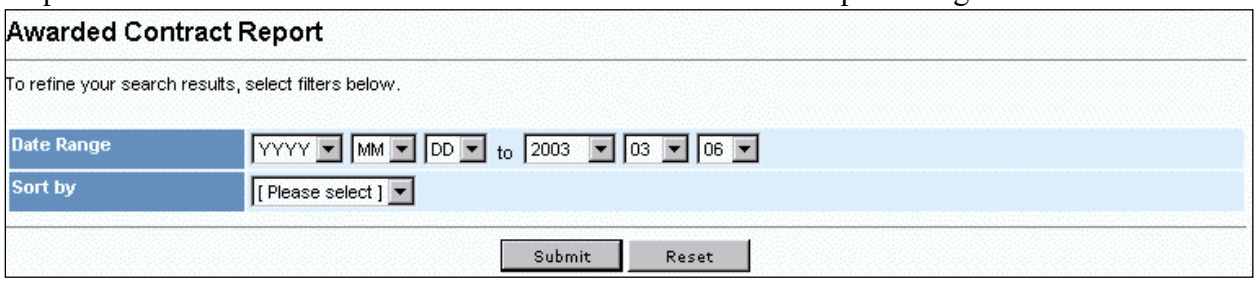
Step 4. Click “Export to CSV” to output to CSV format.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Contracts (Trade) Report															
2																
3																
4		Project Nam	Contract Ref	Contract Title	Tender Ref	Adv	PQ	Tender	Tender Q&A	LOC	LOA	Issue LOA Da	Contractor N	Award Notic	Contract Sum	
5	1	Project 1	111222333	111222333	111222333	No	Yes	Yes	Yes	No	No	N/A	N/A	No	N/A	
6	2	Project 1	123123123	123123123	123123123	No	Yes	Yes	Yes	No	No	N/A	N/A	No	N/A	
7	3	Project 1	12332112345	12332112345	12332112345	No	Yes	Yes	No	No	No	N/A	N/A	No	N/A	
8	4	Project 1	12332112345	12332112345	12332112345	No	Yes	Yes	No	No	No	N/A	N/A	No	N/A	
9	5	Project 1	12345	12345	12345	No	Yes	Yes	No	No	No	N/A	N/A	No	N/A	
10	6	Project 1	123456	123456	123456	No	No	Yes	Yes	No	No	N/A	N/A	No	N/A	
11	7	Project 1	20100827-01	20100827-01	20100827-01	No	No	Yes	No	No	No	N/A	N/A	No	N/A	
12	8	Project 1	20101011-1	20101011-1	20101011-1	No	Yes	Yes	No	No	No	N/A	N/A	No	N/A	
13	9	Project 1	20101018-1	20101018-1	20101018-1	No	No	Yes (Suspenc	No	No	No	N/A	N/A	No	N/A	
14	10	Project 1	20101018-2	20101018-2	20101018-2	No	No	Yes	Yes	No	No	N/A	N/A	No	N/A	
15																

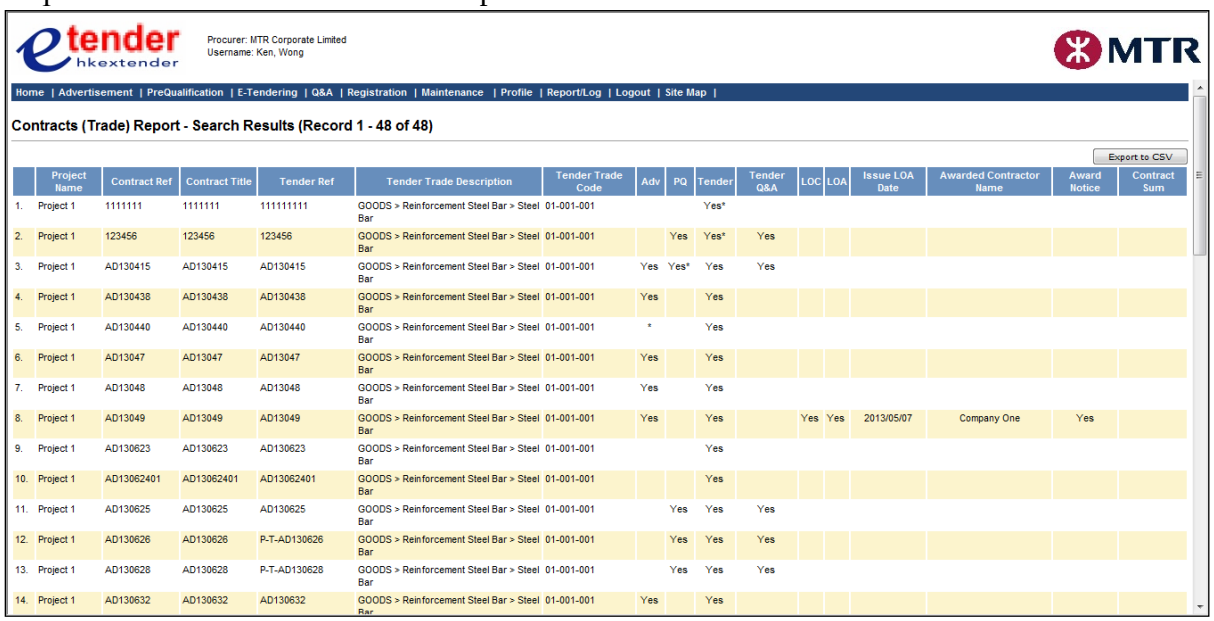
G. Award Contracts Report

Step 1. Click the "Award Contract" from the menu bar under "Report / Log".



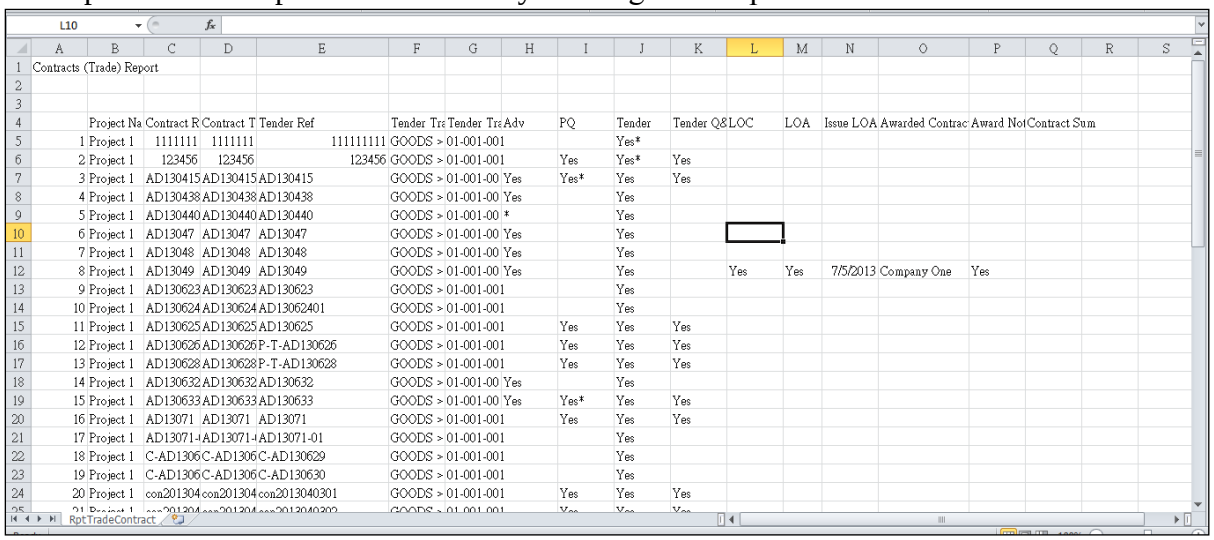
Step 2. Identify criteria for the required report. Select the date range of tender closing date and also the "Sort by" as required. The result could be sorted by the contract ref or the tender ref.

Step 3. Click "Submit" to view the report as shown below.


etender
hkextender
Procurer: MTR Corporate Limited
Username: Ken, Wong
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Contracts (Trade) Report - Search Results (Record 1 - 48 of 48)
Export to CSV

	Project Name	Contract Ref	Contract Title	Tender Ref	Tender Trade Description	Tender Trade Code	Adv	PQ	Tender	Tender Q&A	LOC	LOA	Issue LOA Date	Awarded Contractor Name	Award Notice	Contract Sum
1.	Project 1	1111111	1111111	111111111	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001			Yes*							
2.	Project 1	123456	123456	123456	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes*	Yes						
3.	Project 1	AD130415	AD130415	AD130415	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes	Yes*	Yes	Yes						
4.	Project 1	AD130438	AD130438	AD130438	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes							
5.	Project 1	AD130440	AD130440	AD130440	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	*		Yes							
6.	Project 1	AD13047	AD13047	AD13047	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes							
7.	Project 1	AD13048	AD13048	AD13048	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes							
8.	Project 1	AD13049	AD13049	AD13049	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes		Yes	Yes	2013/05/07	Company One	Yes	
9.	Project 1	AD130623	AD130623	AD130623	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001			Yes							
10.	Project 1	AD13062401	AD13062401	AD13062401	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001			Yes							
11.	Project 1	AD130625	AD130625	AD130625	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
12.	Project 1	AD130626	AD130626	P-T-AD130626	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
13.	Project 1	AD130628	AD130628	P-T-AD130628	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001		Yes	Yes	Yes						
14.	Project 1	AD130632	AD130632	AD130632	GOODS > Reinforcement Steel Bar > Steel Bar	01-001-001	Yes		Yes							

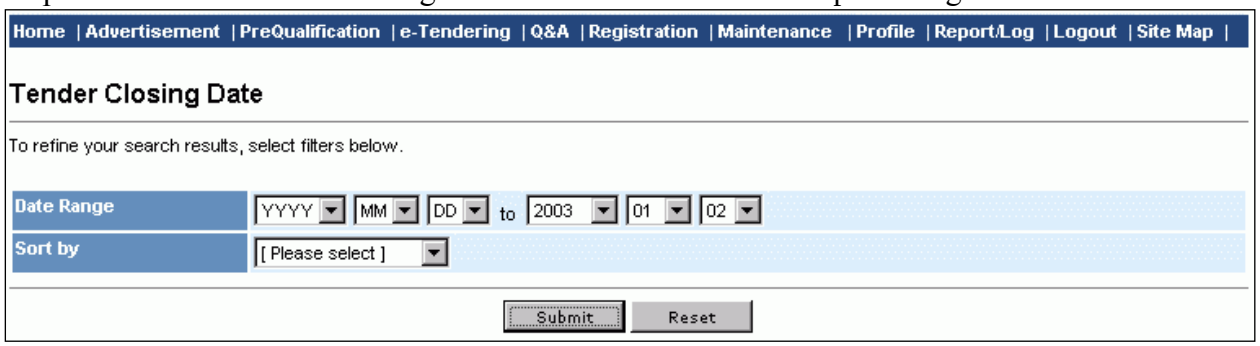
The report can be output to csv format by clicking the "Export to CSV" button.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Contracts (Trade) Report																		
2																			
3																			
4		Project Na	Contract R	Contract T	Tender Ref	Tender Tra	Tender Tra	Adv	PQ	Tender	Tender Q&	LOC	LOA	Issue LOA	Awarded Contrac	Award Not	Contract Sum		
5	1	Project 1	1111111	1111111	111111111	GOODS >	01-001-001			Yes*									
6	2	Project 1	123456	123456	123456	GOODS >	01-001-001		Yes	Yes*	Yes								
7	3	Project 1	AD130415	AD130415	AD130415	GOODS >	01-001-00	Yes	Yes*	Yes	Yes								
8	4	Project 1	AD130438	AD130438	AD130438	GOODS >	01-001-00	Yes		Yes									
9	5	Project 1	AD130440	AD130440	AD130440	GOODS >	01-001-00	*		Yes									
10	6	Project 1	AD13047	AD13047	AD13047	GOODS >	01-001-00	Yes		Yes									
11	7	Project 1	AD13048	AD13048	AD13048	GOODS >	01-001-00	Yes		Yes									
12	8	Project 1	AD13049	AD13049	AD13049	GOODS >	01-001-00	Yes		Yes		Yes	Yes	7/5/2013	Company One	Yes			
13	9	Project 1	AD130623	AD130623	AD130623	GOODS >	01-001-001			Yes									
14	10	Project 1	AD130624	AD130624	AD13062401	GOODS >	01-001-001			Yes									
15	11	Project 1	AD130625	AD130625	AD130625	GOODS >	01-001-001		Yes	Yes	Yes								
16	12	Project 1	AD130626	AD130626	P-T-AD130626	GOODS >	01-001-001		Yes	Yes	Yes								
17	13	Project 1	AD130628	AD130628	P-T-AD130628	GOODS >	01-001-001		Yes	Yes	Yes								
18	14	Project 1	AD130632	AD130632	AD130632	GOODS >	01-001-00	Yes		Yes									
19	15	Project 1	AD130633	AD130633	AD130633	GOODS >	01-001-00	Yes	Yes*	Yes	Yes								
20	16	Project 1	AD13071	AD13071	AD13071	GOODS >	01-001-001		Yes	Yes	Yes								
21	17	Project 1	AD13071-I	AD13071-I	AD13071-01	GOODS >	01-001-001			Yes									
22	18	Project 1	C-AD1306	C-AD1306	C-AD130629	GOODS >	01-001-001			Yes									
23	19	Project 1	C-AD1306	C-AD1306	C-AD130630	GOODS >	01-001-001			Yes									
24	20	Project 1	con201304	con201304	con2013040301	GOODS >	01-001-001		Yes	Yes	Yes								

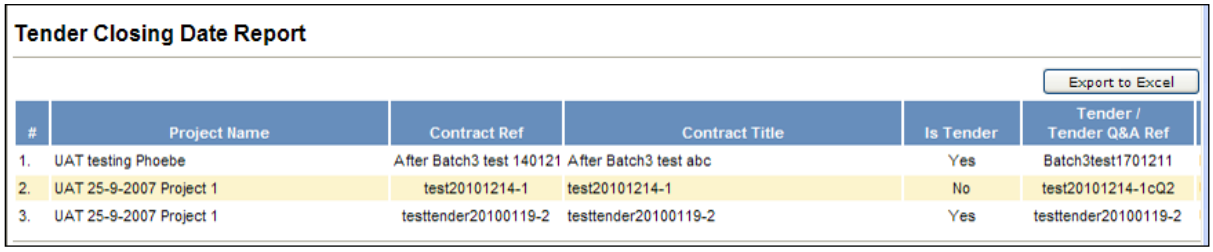
H. Tender Closing Report

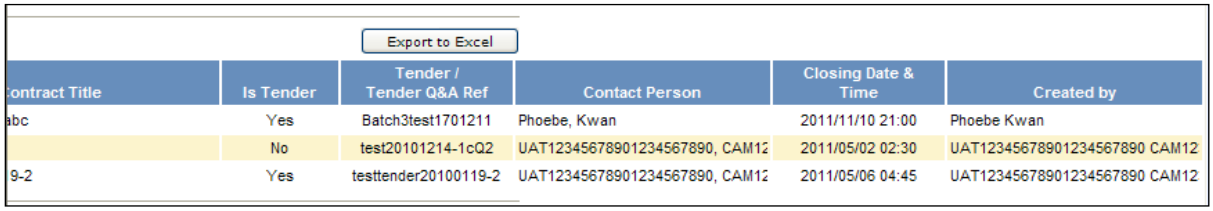
Step 1. Click the "Tender Closing" from the menu bar under "Report / Log".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Tender Closing Date
To refine your search results, select filters below.
Date Range
YYYY MM DD to 2003 01 02
Sort by
[Please select]
Submit
Reset

Step 2. Identify criteria for the required report. Select the date range of tender closing date and select the "Sort by" as required. The result could be sorted by the closing date & time or the tender/Q&A ref.

Step 3. Click "Submit" to view the report as shown below.

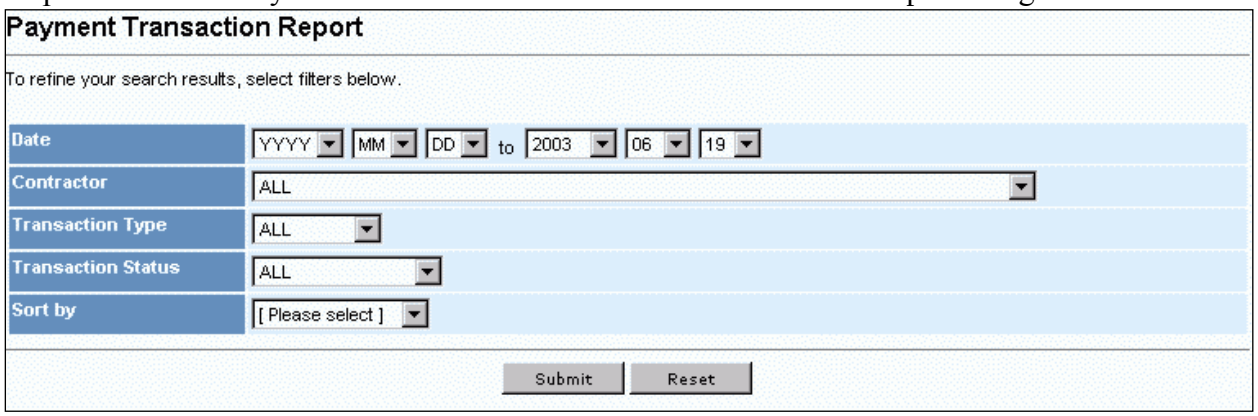

Tender Closing Date Report
Export to Excel
Project Name Contract Ref Contract Title Is Tender Tender / Tender Q&A Ref
1. UAT testing Phoebe After Batch3 test 140121 After Batch3 test abc Yes Batch3test1701211
2. UAT 25-9-2007 Project 1 test20101214-1 test20101214-1 No test20101214-1cQ2
3. UAT 25-9-2007 Project 1 testtender20100119-2 testtender20100119-2 Yes testtender20100119-2


Export to Excel
ontract Title Is Tender Tender / Tender Q&A Ref Contact Person Closing Date & Time Created by
abc Yes Batch3test1701211 Phoebe, Kwan 2011/11/10 21:00 Phoebe Kwan
No test20101214-1cQ2 UAT12345678901234567890, CAM12 2011/05/02 02:30 UAT12345678901234567890 CAM12
9-2 Yes testtender20100119-2 UAT12345678901234567890, CAM12 2011/05/06 04:45 UAT12345678901234567890 CAM12

The report can be output to Excel format by clicking the "Export to Excel" button.

I. Payment Transaction Report

Step 1. Click the "Payment Transaction" from the menu bar under "Report / Log".



Step 2. Identify reporting criteria for the required report e.g. contractor name, transaction type, date range or transaction status. The output of the report can be sorted by transaction date, contractor name or transaction type.

Step 3. Click "Submit" to view the report as shown below.

Payment Transaction Report

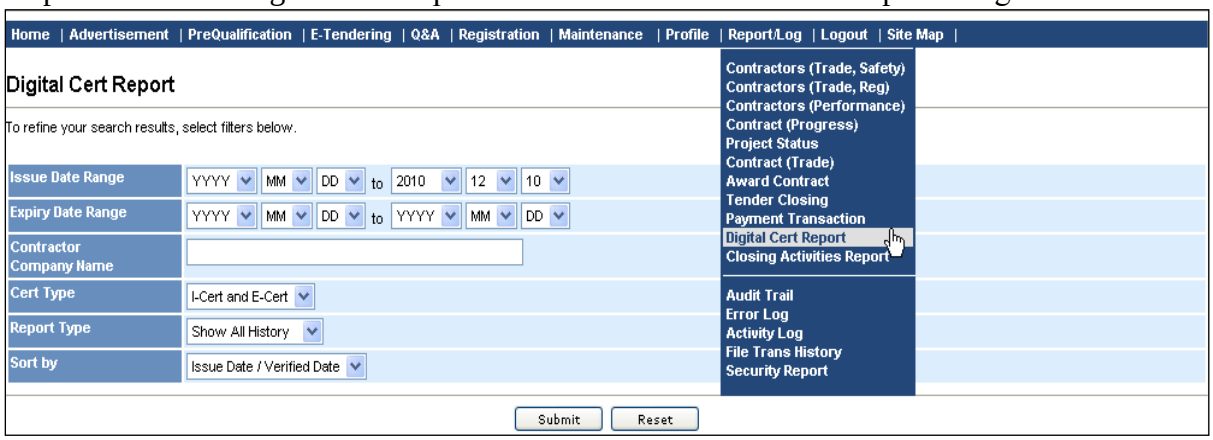
Export to CSV

	Transaction Date	Transaction Ref	Contractor Name	Transaction Type	Payment Amount	Transaction Status
1.	2003/05/20 10:18:20	11-0011573	unittest170403-4 (855)	I-Cert Fee	80	Not Acknowledged
2.	2003/05/20 10:19:09	11-0011574	unittest170403-4 (855)	I-Cert Fee	80	Not Acknowledged
3.	2003/05/20 10:22:44	11-0011575	unittest170403-4 (855)	I-Cert Fee	80	Not Acknowledged
4.	2003/05/20 10:23:18	11-0011576	unittest170403-4 (855)	I-Cert Fee	80	Not Acknowledged
5.	2003/05/20 10:51:50	11-0011577	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged
6.	2003/05/20 11:02:25	11-0011578	unittest170403-4 (855)	I-Cert Fee	100	Authorized
7.	2003/05/20 11:08:38	11-0011579	unittest170403-4 (855)	I-Cert Fee	100	Declined
8.	2003/05/20 11:08:57	11-0011580	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged
9.	2003/05/20 11:09:39	11-0011581	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged
10.	2003/05/20 11:09:49	11-0011582	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged
11.	2003/05/20 11:11:20	11-0011583	unittest170403-4 (855)	I-Cert Fee	100	Declined
12.	2003/05/20 11:11:27	11-0011584	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged
13.	2003/05/20 11:14:30	11-0011585	unittest170403-4 (855)	I-Cert Fee	100	Declined
14.	2003/05/20 11:14:36	11-0011586	unittest170403-4 (855)	I-Cert Fee	100	Not Acknowledged

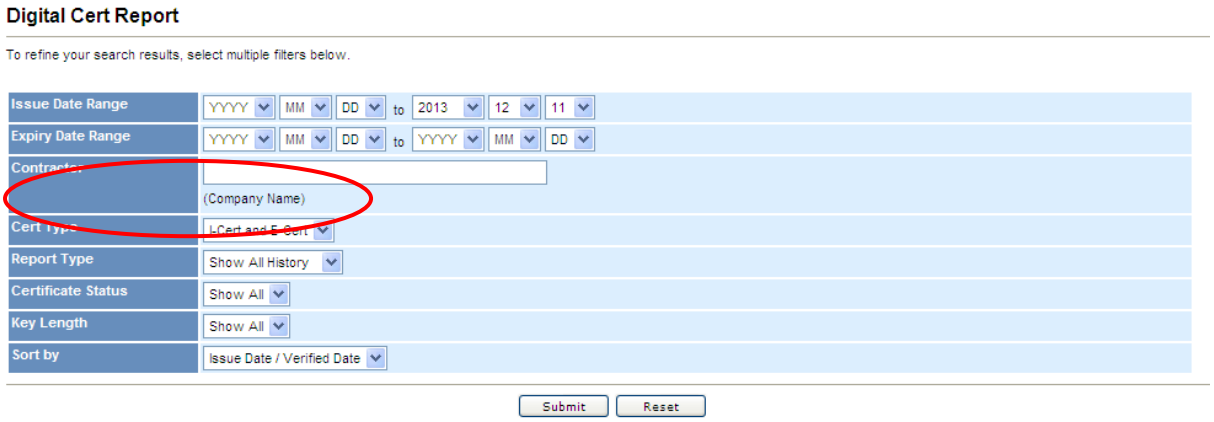
The report can be output to csv format by clicking the "Export to CSV" button.

J. Digital Cert Report

Step 1. Click the "Digital Cert Report" from the menu bar under "Report / Log".



Step 2. Identify criteria for the required report. Select the date range of Cert issue date, input contractor company name and also the Sort by as required. The result could be sorted by the issue date & company name.



Note:

- "Report Type" and its options remain unchanged.
- Currently, "Report Type" with following options.
  - Show All History (default)
  - Show Latest Only
- "Certificate Status" will not change to "Status" and with following options.
  - Show All (default)
  - Active
- Currently, "Key Length" with following options.
  - Show All
  - 1024 bits
  - 2048 bits

- Currently, "Cert Type" with following options.
  - I-Cert and E-Cert
  - I-Cert Only
  - E-Cert Only

Step 3. Click "Submit" to view the report as shown below.

Digital Cert Report - Search Results (Record 1 - 41 of 41)

Export to CSV

	Contractor Name	Email	Cert Type	Verified Date	Issue Date	Expiry Date	Cert Id	Serial No.	CRL	Is Revoked	Verification Result	Certificate Status	Key Length
1.	Company One (3)	2013031911@201303191.com	E-Cert	2009/12/21 10:40		2013/12/10 08:53	183549	183549	N	N	Success	Expired	1024 bits
2.	Company One (10)	company1@companyone.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success		1024 bits
3.	Company One (10)	company1@companyone.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success		1024 bits
4.	201306201 CO LTD (22)	201306201@201306201.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success		1024 bits
5.	201306201 CO LTD (22)	201306201@201306201.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success		1024 bits
6.	Company_20130516 (26)	Company_20130516@ctil.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success	Active	1024 bits
7.	201306201 CO LTD (22)	201306201@201306201.com	E-Cert	2009/12/21 10:40		2014/01/09 00:00	183549	183549	N	N	Success		1024 bits

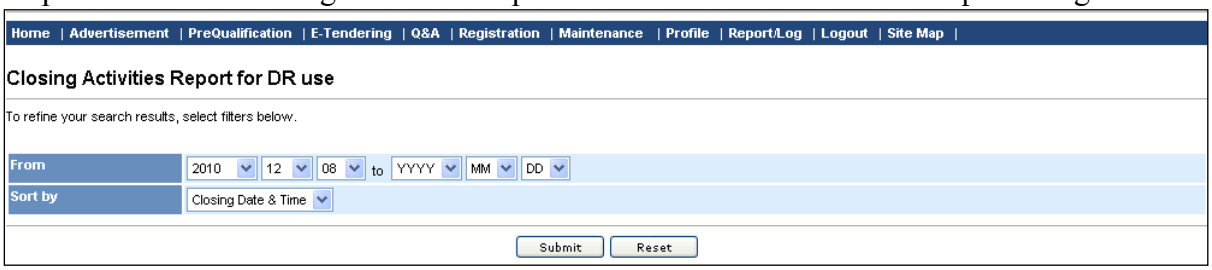
Step 4. The report can be output to csv format by clicking the “Export to CSV” button.

Digital Cert Report

	Contracto	Email	Cert Type	Verified Date	Issue Date	Expiry Date	Cert Id	Serial No	CRL	Is Rev	Verificatic	Certificate	Key Lengt
1	Company	201303191	E-Cert	12/21/2009 10:40		12/10/2013 8:53	183549	183549	N	N	Success	Expired	1024
2	Company	company1	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
3	Company	company1	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
4	201306201	201306201	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
5	201306201	201306201	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
6	Company_	Company_	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success	Active	1024
7	201306201	201306201	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
8	Company	company1	E-Cert	12/21/2009 10:40		1/9/2014 0:00	183549	183549	N	N	Success		1024
9	Company	company1	E-Cert	12/21/2009 18:04		12/31/2014 0:00	2DCFEE	2DCFEE	N	N	Success		1024

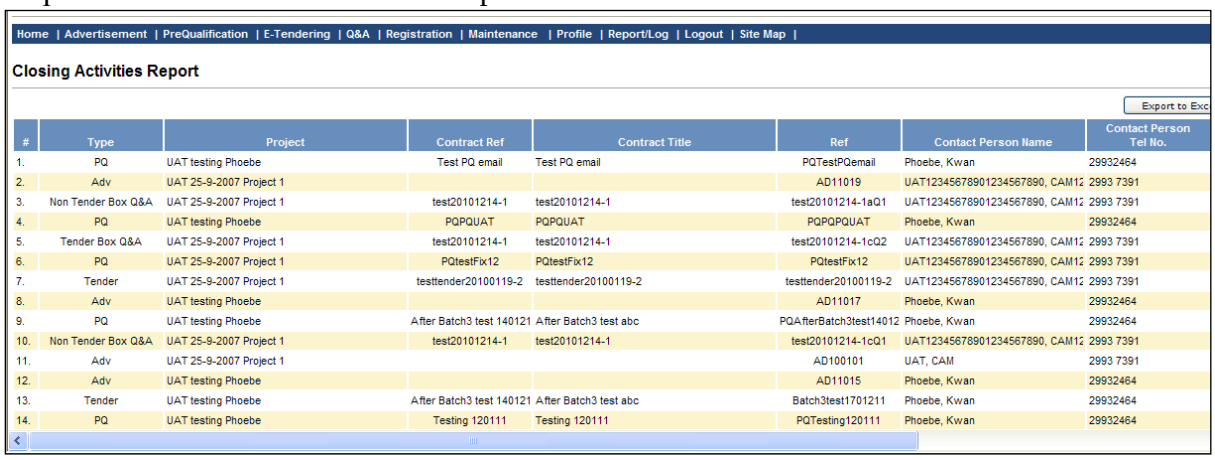
K. Closing Activities Report

Step 1. Click the "Closing Activities Report" from the menu bar under "Report / Log".

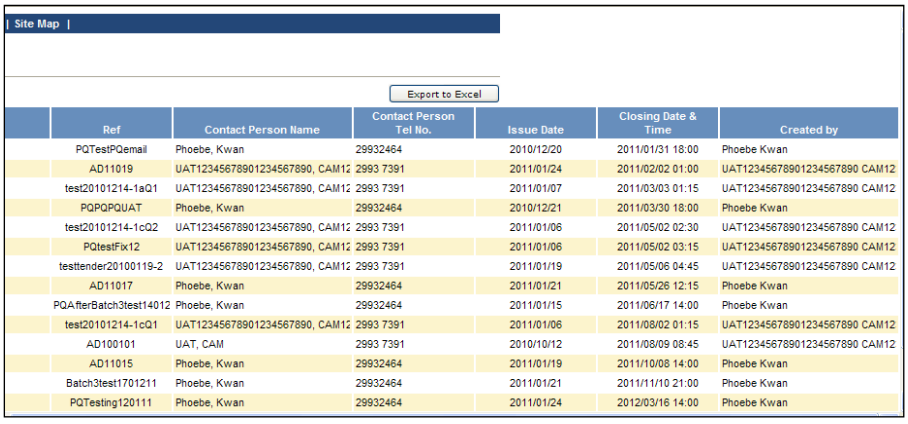

Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Closing Activities Report for DR use
To refine your search results, select filters below.
From
2010 12 08 to YYYY MM DD
Sort by
Closing Date & Time
Submit
Reset

Step 2. Identify criteria for the required report. Select the date range of tender closing date, default start from system date to all future date. Select the "Sort by" as required. The result could be sorted by the closing date or the Adv / PQ / PQ Q&A / Tender / Tender Q&A / Non Tender Box Q&A ref.

Step 3. Click "Submit" to view the report as shown below.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Closing Activities Report
Export to Exc

#	Type	Project	Contract Ref	Contract Title	Ref	Contact Person Name	Contact Person Tel No.
1.	PQ	UAT testing Phoebe	Test PQ email	Test PQ email	PQTestPQemail	Phoebe, Kwan	29932464
2.	Adv	UAT 25-9-2007 Project 1			AD11019	UAT1234567890123456789O, CAM12	2993 7391
3.	Non Tender Box Q&A	UAT 25-9-2007 Project 1	test20101214-1	test20101214-1	test20101214-1aQ1	UAT1234567890123456789O, CAM12	2993 7391
4.	PQ	UAT testing Phoebe	PQPQUAT	PQPQUAT	PQPQPQUAT	Phoebe, Kwan	29932464
5.	Tender Box Q&A	UAT 25-9-2007 Project 1	test20101214-1	test20101214-1	test20101214-1cQ2	UAT1234567890123456789O, CAM12	2993 7391
6.	PQ	UAT 25-9-2007 Project 1	PQtestFix12	PQtestFix12	PQtestFix12	UAT1234567890123456789O, CAM12	2993 7391
7.	Tender	UAT 25-9-2007 Project 1	testtender20100119-2	testtender20100119-2	testtender20100119-2	UAT1234567890123456789O, CAM12	2993 7391
8.	Adv	UAT testing Phoebe			AD11017	Phoebe, Kwan	29932464
9.	PQ	UAT testing Phoebe	After Batch3 test 140121	After Batch3 test abc	PQAfterBatch3test14012	Phoebe, Kwan	29932464
10.	Non Tender Box Q&A	UAT 25-9-2007 Project 1	test20101214-1	test20101214-1	test20101214-1cQ1	UAT1234567890123456789O, CAM12	2993 7391
11.	Adv	UAT 25-9-2007 Project 1			AD100101	UAT, CAM	2993 7391
12.	Adv	UAT testing Phoebe			AD11015	Phoebe, Kwan	29932464
13.	Tender	UAT testing Phoebe	After Batch3 test 140121	After Batch3 test abc	Batch3test1701211	Phoebe, Kwan	29932464
14.	PQ	UAT testing Phoebe	Testing 120111	Testing 120111	PQTesting120111	Phoebe, Kwan	29932464

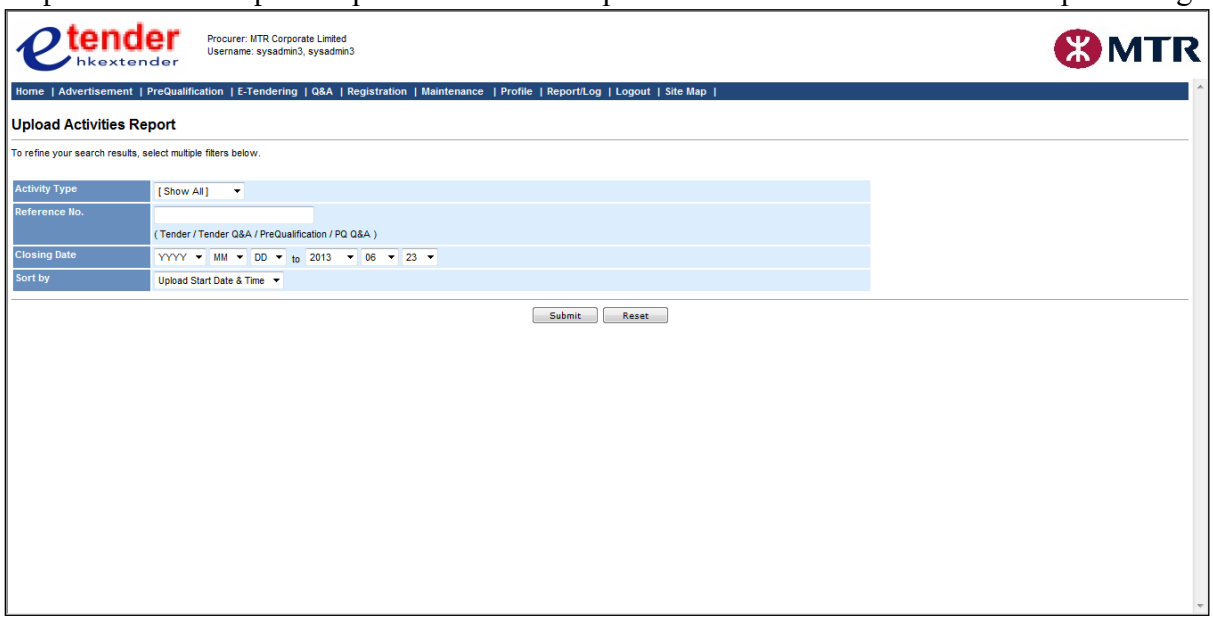


Ref	Contact Person Name	Contact Person Tel No.	Issue Date	Closing Date & Time	Created by
PQTestPQemail	Phoebe, Kwan	29932464	2010/12/20	2011/01/31 18:00	Phoebe Kwan
AD11019	UAT1234567890123456789O, CAM12	2993 7391	2011/01/24	2011/02/02 01:00	UAT1234567890123456789O CAM12
test20101214-1aQ1	UAT1234567890123456789O, CAM12	2993 7391	2011/01/07	2011/03/03 01:15	UAT1234567890123456789O CAM12
PQPQPQUAT	Phoebe, Kwan	29932464	2010/12/21	2011/03/30 18:00	Phoebe Kwan
test20101214-1cQ2	UAT1234567890123456789O, CAM12	2993 7391	2011/01/06	2011/05/02 02:30	UAT1234567890123456789O CAM12
PQtestFix12	UAT1234567890123456789O, CAM12	2993 7391	2011/01/06	2011/05/02 03:15	UAT1234567890123456789O CAM12
testtender20100119-2	UAT1234567890123456789O, CAM12	2993 7391	2011/01/19	2011/05/06 04:45	UAT1234567890123456789O CAM12
AD11017	Phoebe, Kwan	29932464	2011/01/21	2011/05/26 12:15	Phoebe Kwan
PQAfterBatch3test14012	Phoebe, Kwan	29932464	2011/01/15	2011/06/17 14:00	Phoebe Kwan
test20101214-1cQ1	UAT1234567890123456789O, CAM12	2993 7391	2011/01/06	2011/08/02 01:15	UAT1234567890123456789O CAM12
AD100101	UAT, CAM	2993 7391	2010/10/12	2011/08/09 08:45	UAT1234567890123456789O CAM12
AD11015	Phoebe, Kwan	29932464	2011/01/19	2011/10/08 14:00	Phoebe Kwan
Batch3test1701211	Phoebe, Kwan	29932464	2011/01/21	2011/11/10 21:00	Phoebe Kwan
PQTesting120111	Phoebe, Kwan	29932464	2011/01/24	2012/03/16 14:00	Phoebe Kwan

The report can be output to Excel format by clicking the "Export to Excel" button.

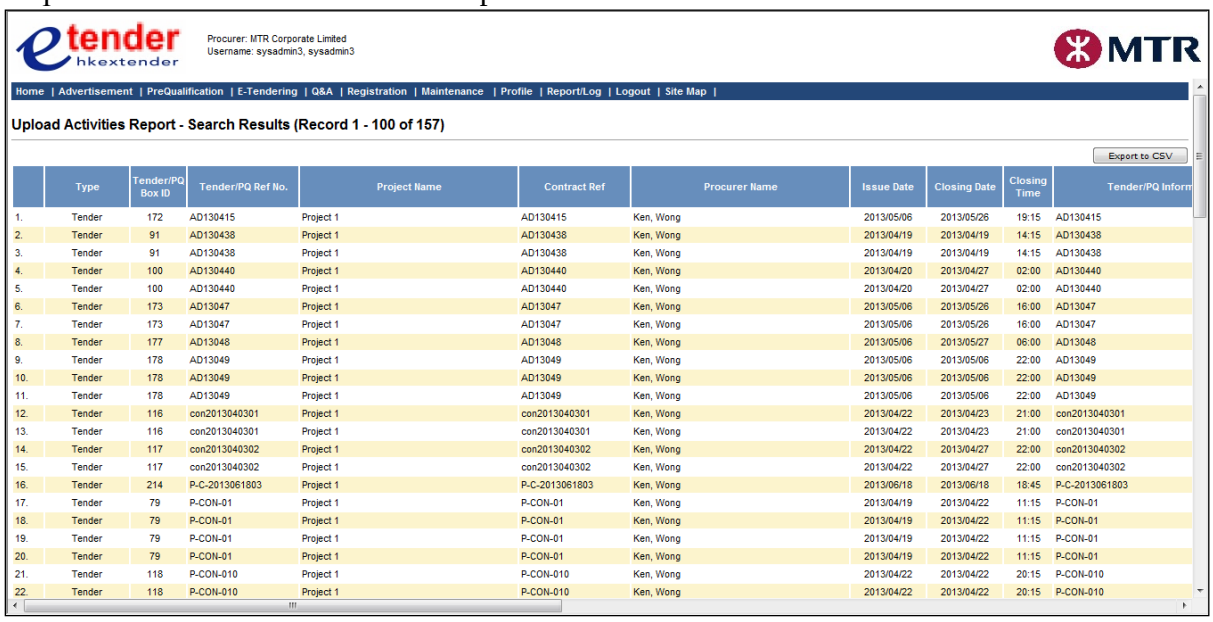
L. Upload Activities Report

Step 1. Click the report “Upload Activities Report” from the menu bar under “Report / Log”


etender hkextender
Procurer: MTR Corporate Limited
Username: sysadmin3, sysadmin3
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Upload Activities Report
To refine your search results, select multiple filters below.
Activity Type
[Show All]
Reference No.
(Tender / Tender Q&A / PreQualification / PQ Q&A)
Closing Date
YYYY MM DD to 2013 06 23
Sort by
Upload Start Date & Time
Submit
Reset

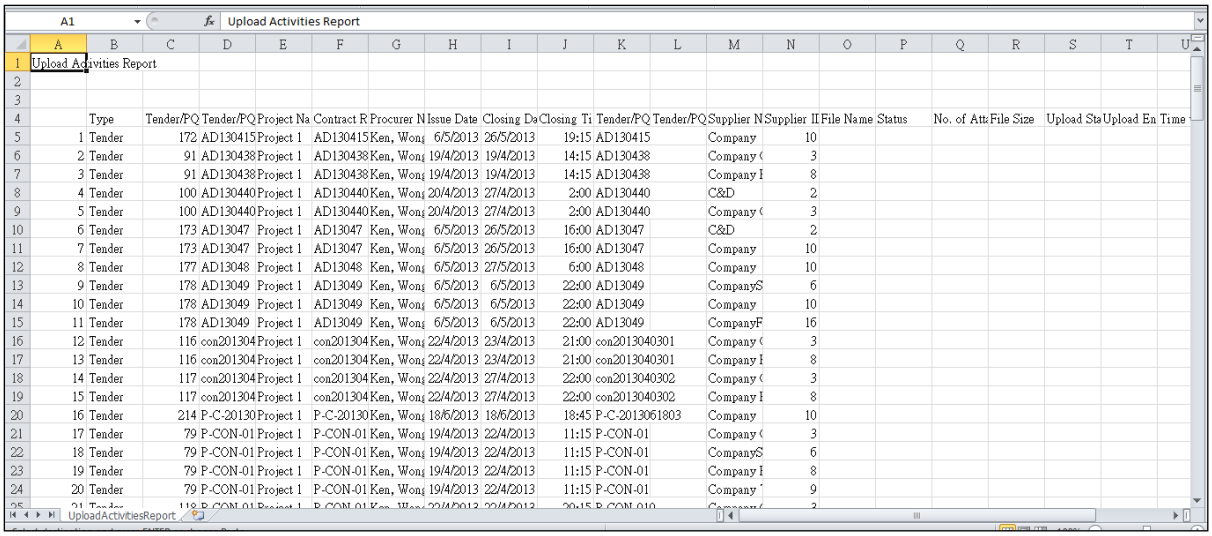
Step 2. Identify criteria for the required report.

Step 3. Click “Submit” to view the report as shown below.


etender hkextender
Procurer: MTR Corporate Limited
Username: sysadmin3, sysadmin3
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Upload Activities Report - Search Results (Record 1 - 100 of 157)
Export to CSV

	Type	Tender/PQ Box ID	Tender/PQ Ref No.	Project Name	Contract Ref	Procurer Name	Issue Date	Closing Date	Closing Time	Tender/PQ Inform
1.	Tender	172	AD130415	Project 1	AD130415	Ken, Wong	2013/05/06	2013/05/26	19:15	AD130415
2.	Tender	91	AD130438	Project 1	AD130438	Ken, Wong	2013/04/19	2013/04/19	14:15	AD130438
3.	Tender	91	AD130438	Project 1	AD130438	Ken, Wong	2013/04/19	2013/04/19	14:15	AD130438
4.	Tender	100	AD130440	Project 1	AD130440	Ken, Wong	2013/04/20	2013/04/27	02:00	AD130440
5.	Tender	100	AD130440	Project 1	AD130440	Ken, Wong	2013/04/20	2013/04/27	02:00	AD130440
6.	Tender	173	AD13047	Project 1	AD13047	Ken, Wong	2013/05/06	2013/05/26	16:00	AD13047
7.	Tender	173	AD13047	Project 1	AD13047	Ken, Wong	2013/05/06	2013/05/26	16:00	AD13047
8.	Tender	177	AD13048	Project 1	AD13048	Ken, Wong	2013/05/06	2013/05/27	06:00	AD13048
9.	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	2013/05/06	2013/05/06	22:00	AD13049
10.	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	2013/05/06	2013/05/06	22:00	AD13049
11.	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	2013/05/06	2013/05/06	22:00	AD13049
12.	Tender	116	con2013040301	Project 1	con2013040301	Ken, Wong	2013/04/22	2013/04/23	21:00	con2013040301
13.	Tender	116	con2013040301	Project 1	con2013040301	Ken, Wong	2013/04/22	2013/04/23	21:00	con2013040301
14.	Tender	117	con2013040302	Project 1	con2013040302	Ken, Wong	2013/04/22	2013/04/27	22:00	con2013040302
15.	Tender	117	con2013040302	Project 1	con2013040302	Ken, Wong	2013/04/22	2013/04/27	22:00	con2013040302
16.	Tender	214	P-C-2013061803	Project 1	P-C-2013061803	Ken, Wong	2013/06/18	2013/06/18	18:45	P-C-2013061803
17.	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	2013/04/19	2013/04/22	11:15	P-CON-01
18.	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	2013/04/19	2013/04/22	11:15	P-CON-01
19.	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	2013/04/19	2013/04/22	11:15	P-CON-01
20.	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	2013/04/19	2013/04/22	11:15	P-CON-01
21.	Tender	118	P-CON-010	Project 1	P-CON-010	Ken, Wong	2013/04/22	2013/04/22	20:15	P-CON-010
22.	Tender	118	P-CON-010	Project 1	P-CON-010	Ken, Wong	2013/04/22	2013/04/22	20:15	P-CON-010

Step 4. The report can be output to csv format by clicking the “Export to CSV” button.



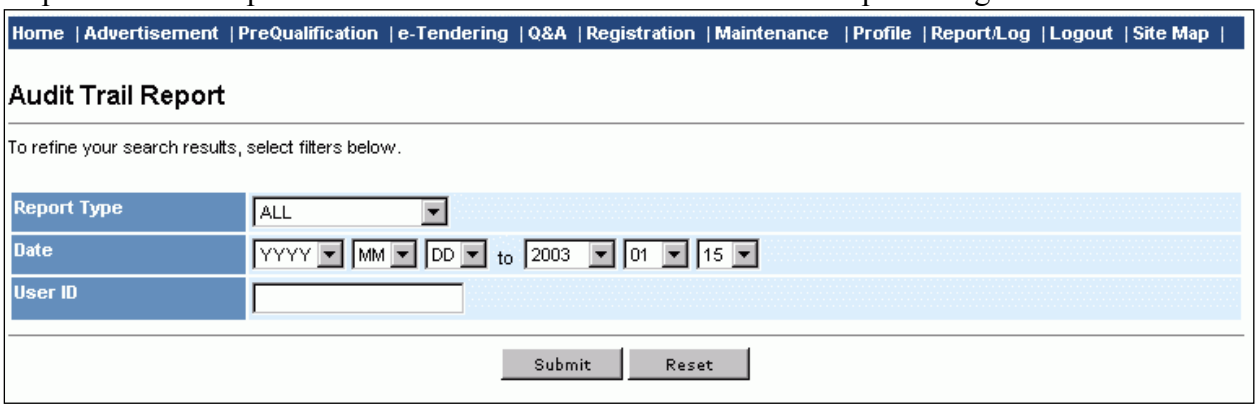
A1 | Upload Activities Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Upload Activities Report																				
2																					
3																					
4		Type	Tender/PQ	Tender/PQ	Project Na	Contract R	Procurer N	Issue Date	Closing Da	Closing Ti	Tender/PQ	Tender/PQ	Supplier N	Supplier II	File Name	Status	No. of Att	File Size	Upload Sta	Upload En	Time
5	1	Tender	172	AD130415	Project 1	AD130415	Ken, Wong	6/5/2013	26/5/2013	19:15	AD130415		Company	10							
6	2	Tender	91	AD130438	Project 1	AD130438	Ken, Wong	19/4/2013	19/4/2013	14:15	AD130438		Company	3							
7	3	Tender	91	AD130438	Project 1	AD130438	Ken, Wong	19/4/2013	19/4/2013	14:15	AD130438		Company	8							
8	4	Tender	100	AD130440	Project 1	AD130440	Ken, Wong	20/4/2013	27/4/2013	2:00	AD130440		C&D	2							
9	5	Tender	100	AD130440	Project 1	AD130440	Ken, Wong	20/4/2013	27/4/2013	2:00	AD130440		Company	3							
10	6	Tender	173	AD13047	Project 1	AD13047	Ken, Wong	6/5/2013	26/5/2013	16:00	AD13047		C&D	2							
11	7	Tender	173	AD13047	Project 1	AD13047	Ken, Wong	6/5/2013	26/5/2013	16:00	AD13047		Company	10							
12	8	Tender	177	AD13048	Project 1	AD13048	Ken, Wong	6/5/2013	27/5/2013	6:00	AD13048		Company	10							
13	9	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	6/5/2013	6/5/2013	22:00	AD13049		CompanyS	6							
14	10	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	6/5/2013	6/5/2013	22:00	AD13049		Company	10							
15	11	Tender	178	AD13049	Project 1	AD13049	Ken, Wong	6/5/2013	6/5/2013	22:00	AD13049		CompanyF	16							
16	12	Tender	116	con201304	Project 1	con201304	Ken, Wong	22/4/2013	23/4/2013	21:00	con2013040301		Company	3							
17	13	Tender	116	con201304	Project 1	con201304	Ken, Wong	22/4/2013	23/4/2013	21:00	con2013040301		Company	8							
18	14	Tender	117	con201304	Project 1	con201304	Ken, Wong	22/4/2013	27/4/2013	22:00	con2013040302		Company	3							
19	15	Tender	117	con201304	Project 1	con201304	Ken, Wong	22/4/2013	27/4/2013	22:00	con2013040302		Company	8							
20	16	Tender	214	P-C-20130	Project 1	P-C-20130	Ken, Wong	18/6/2013	18/6/2013	18:45	P-C-2013061803		Company	10							
21	17	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	19/4/2013	22/4/2013	11:15	P-CON-01		Company	3							
22	18	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	19/4/2013	22/4/2013	11:15	P-CON-01		CompanyS	6							
23	19	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	19/4/2013	22/4/2013	11:15	P-CON-01		Company	8							
24	20	Tender	79	P-CON-01	Project 1	P-CON-01	Ken, Wong	19/4/2013	22/4/2013	11:15	P-CON-01		Company	9							

UploadActivitiesReport

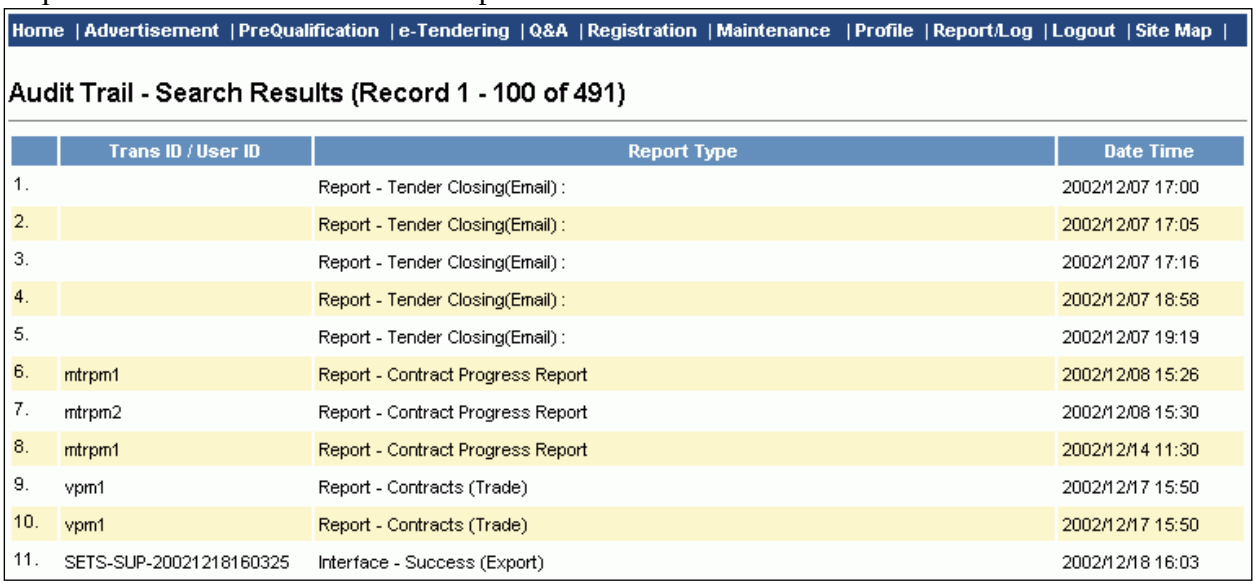
M. Audit Trail Report

Step 1. Click the report “Audit Trail” from the menu bar under “Report / Log”.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Audit Trail Report
To refine your search results, select filters below.
Report Type
ALL
Date
YYYY MM DD to 2003 01 15
User ID
Submit
Reset

Step 2. Identify criteria for the required report. Select the report type and date range of the action taken. It could also be searched by User ID. The report types included are the management and interface report.

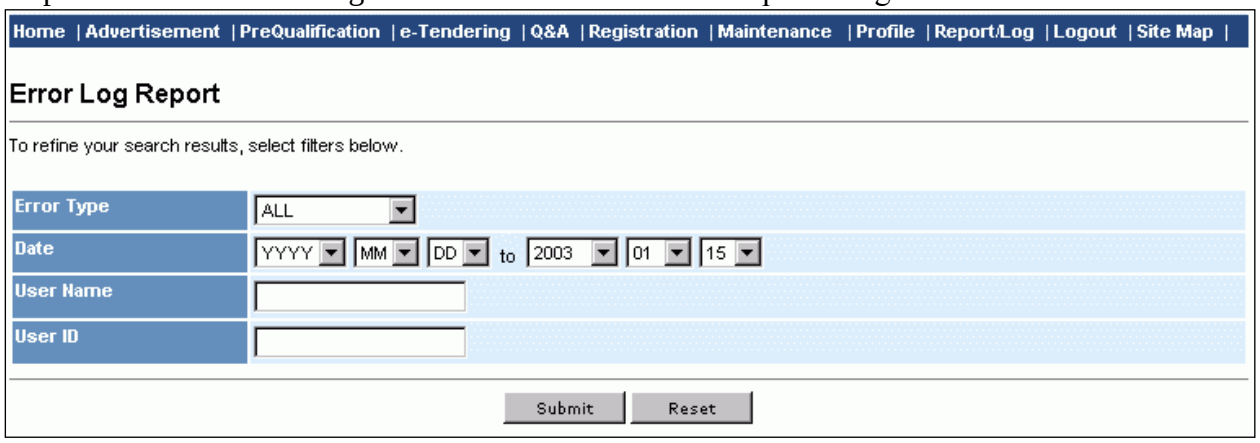
Step 3. Click “Submit” to view the report as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Audit Trail - Search Results (Record 1 - 100 of 491)

	Trans ID / User ID	Report Type	Date Time
1.		Report - Tender Closing(Email) :	2002/12/07 17:00
2.		Report - Tender Closing(Email) :	2002/12/07 17:05
3.		Report - Tender Closing(Email) :	2002/12/07 17:16
4.		Report - Tender Closing(Email) :	2002/12/07 18:58
5.		Report - Tender Closing(Email) :	2002/12/07 19:19
6.	mtrpm1	Report - Contract Progress Report	2002/12/08 15:26
7.	mtrpm2	Report - Contract Progress Report	2002/12/08 15:30
8.	mtrpm1	Report - Contract Progress Report	2002/12/14 11:30
9.	vpm1	Report - Contracts (Trade)	2002/12/17 15:50
10.	vpm1	Report - Contracts (Trade)	2002/12/17 15:50
11.	SETS-SUP-20021218160325	Interface - Success (Export)	2002/12/18 16:03

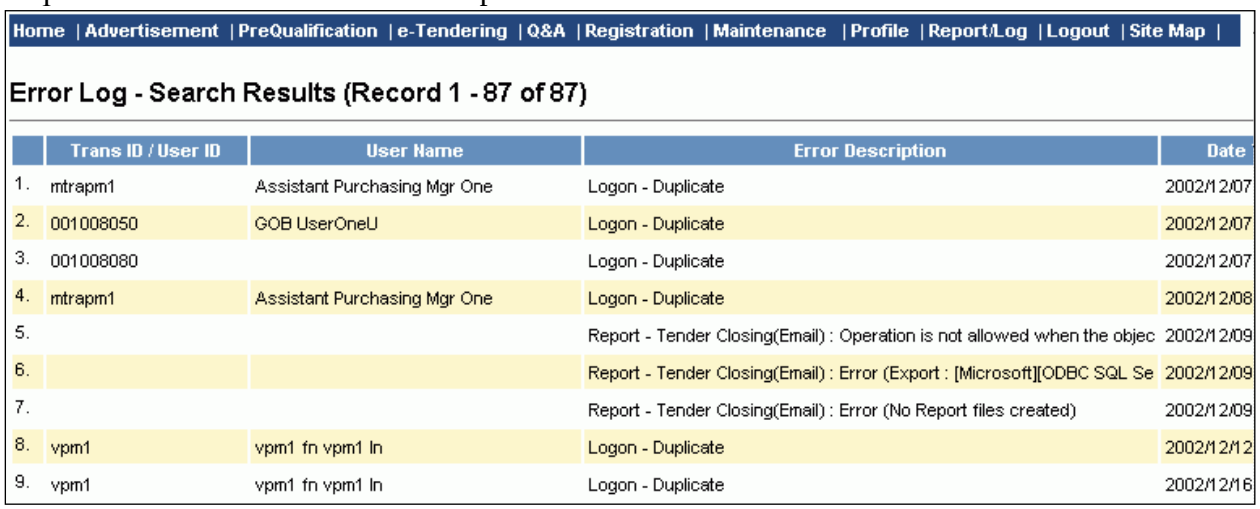
N. Error Log Report

Step 1. Click the "Error Log" from the menu bar under "Report / Log".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Error Log Report
To refine your search results, select filters below.
Error Type
ALL
Date
YYYY MM DD to 2003 01 15
User Name
User ID
Submit
Reset

Step 2. Identify criteria for the required report. Select the error type and date range of the action taken. It could also be searched by User ID and User Name. The error types included are LogOn/LogOff, Interface, Report, CRL.

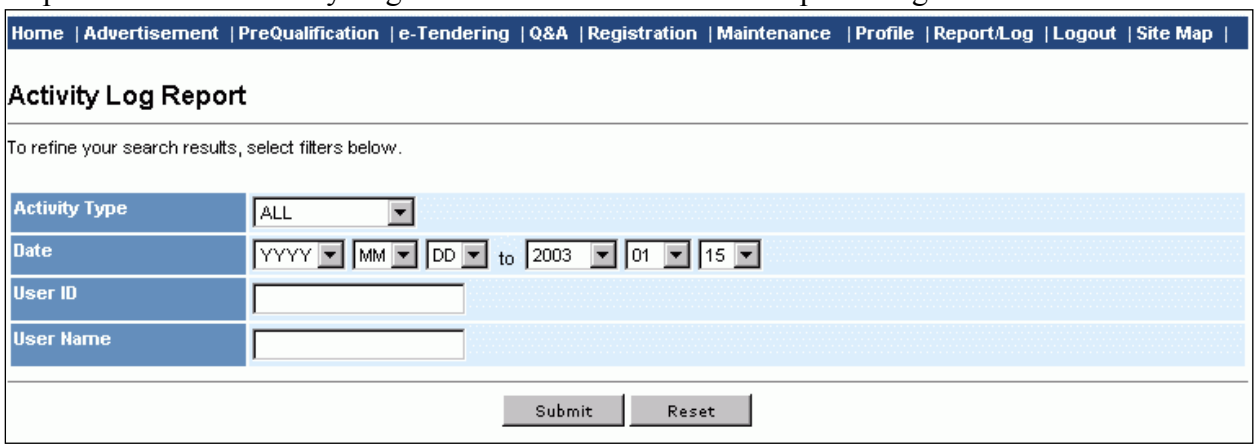
Step 3. Click "Submit" to view the report as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Error Log - Search Results (Record 1 - 87 of 87)

	Trans ID / User ID	User Name	Error Description	Date
1.	mtrapm1	Assistant Purchasing Mgr One	Logon - Duplicate	2002/12/07
2.	001008050	GOB UserOneU	Logon - Duplicate	2002/12/07
3.	001008080		Logon - Duplicate	2002/12/07
4.	mtrapm1	Assistant Purchasing Mgr One	Logon - Duplicate	2002/12/08
5.			Report - Tender Closing(Email) : Operation is not allowed when the objec	2002/12/09
6.			Report - Tender Closing(Email) : Error (Export : [Microsoft][ODBC SQL Se	2002/12/09
7.			Report - Tender Closing(Email) : Error (No Report files created)	2002/12/09
8.	vpm1	vpm1 fn vpm1 ln	Logon - Duplicate	2002/12/12
9.	vpm1	vpm1 fn vpm1 ln	Logon - Duplicate	2002/12/16

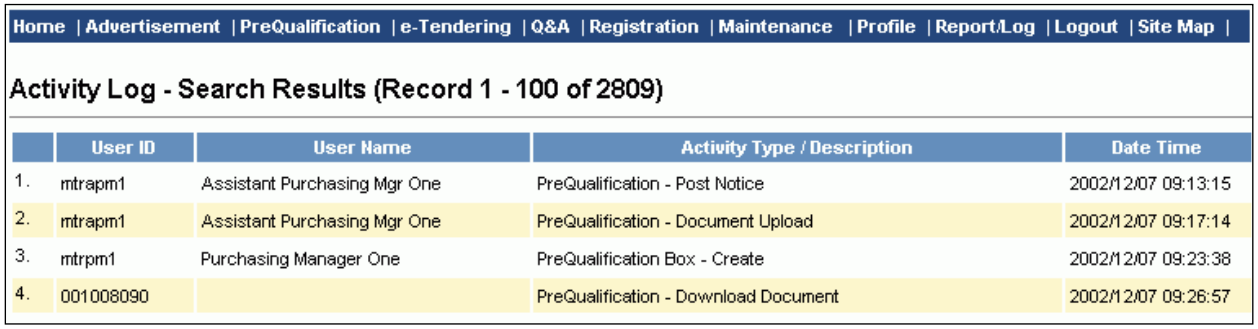
O. Activity Log Report

Step 1. Click the "Activity Log" from the menu bar under "Report / Log".


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Activity Log Report
To refine your search results, select filters below.
Activity Type
ALL
Date
YYYY MM DD to 2003 01 15
User ID
User Name
Submit
Reset

Step 2. Identify criteria for the required report. Select the activity type and date range of the action taken. It could also be searched by User ID and User Name. The activity types included are Maintenance, Registration, Advertisement, PreQualification, Tender, Q&A, Assessment, Report, Quotation, Audit Log, Interface, CRL.

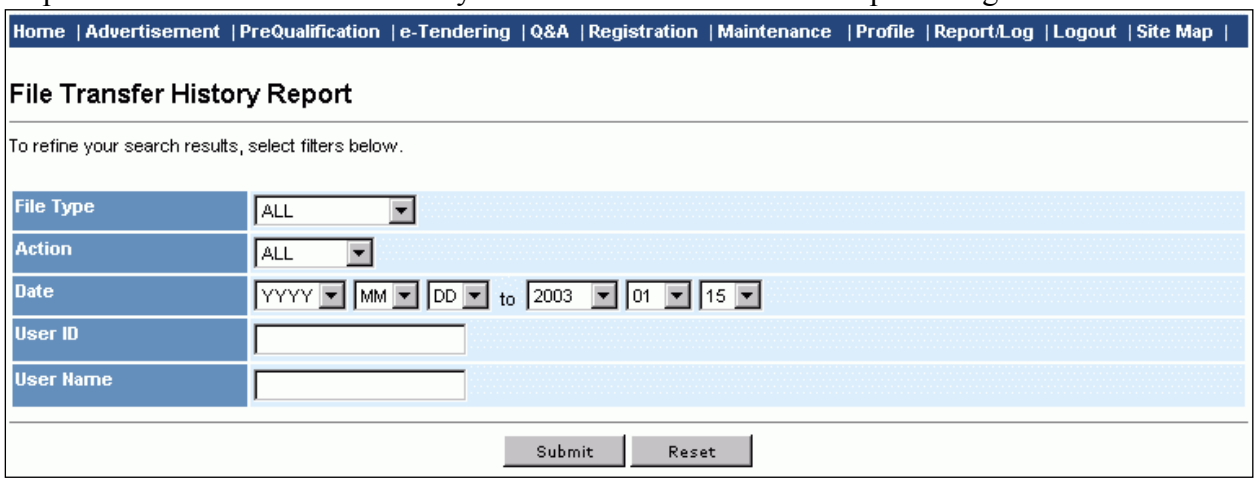
Step 3. Click "Submit" to view the report as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Activity Log - Search Results (Record 1 - 100 of 2809)

	User ID	User Name	Activity Type / Description	Date Time
1.	mtrapm1	Assistant Purchasing Mgr One	PreQualification - Post Notice	2002/12/07 09:13:15
2.	mtrapm1	Assistant Purchasing Mgr One	PreQualification - Document Upload	2002/12/07 09:17:14
3.	mtrpm1	Purchasing Manager One	PreQualification Box - Create	2002/12/07 09:23:38
4.	001008090		PreQualification - Download Document	2002/12/07 09:26:57

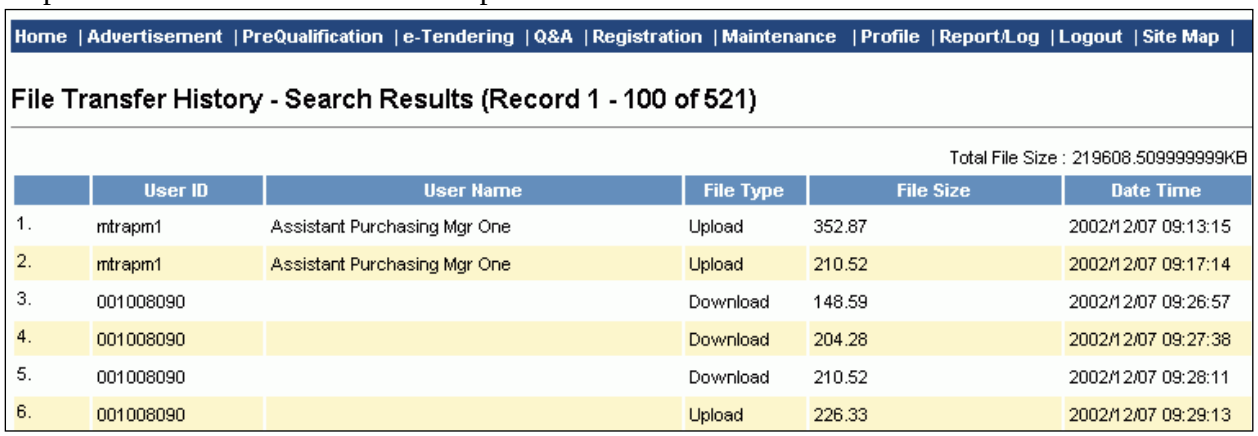
P. File Transfer History

Step 1. Click the “File Trans History” from the menu bar under “Report / Log”.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
File Transfer History Report
To refine your search results, select filters below.
File Type
ALL
Action
ALL
Date
YYYY MM DD to 2003 01 15
User ID
User Name
Submit
Reset

Step 2. Identify criteria for required report. Select the file type, action and date range of the action taken. It could also be searched by User ID and User Name. The file types included are Advertisement, PreQualification, Tender, Q&A. And the actions included are Download and Upload.

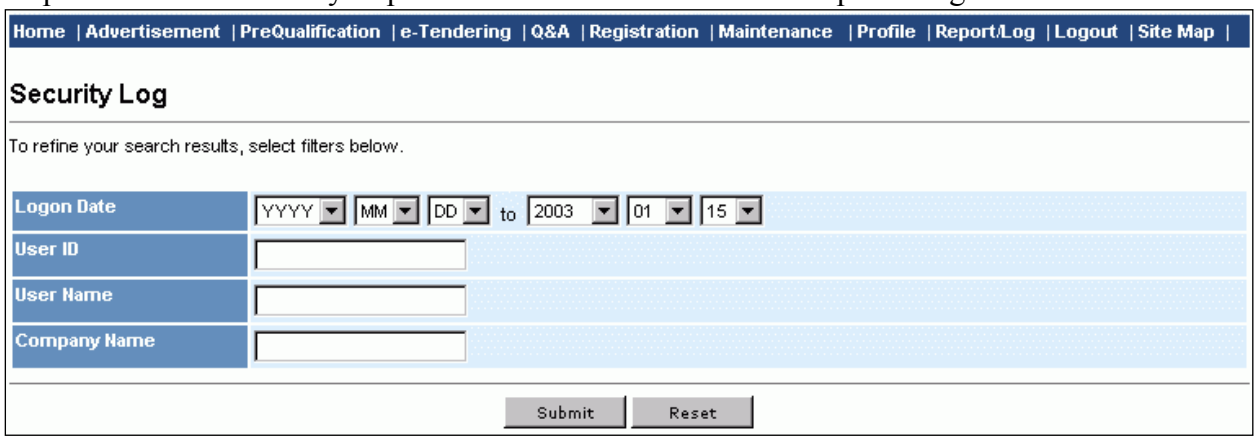
Step 3. Click “Submit” to view the report as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
File Transfer History - Search Results (Record 1 - 100 of 521)
Total File Size : 219608.509999999KB

	User ID	User Name	File Type	File Size	Date Time
1.	mtrapm1	Assistant Purchasing Mgr One	Upload	352.87	2002/12/07 09:13:15
2.	mtrapm1	Assistant Purchasing Mgr One	Upload	210.52	2002/12/07 09:17:14
3.	001008090		Download	148.59	2002/12/07 09:26:57
4.	001008090		Download	204.28	2002/12/07 09:27:38
5.	001008090		Download	210.52	2002/12/07 09:28:11
6.	001008090		Upload	226.33	2002/12/07 09:29:13

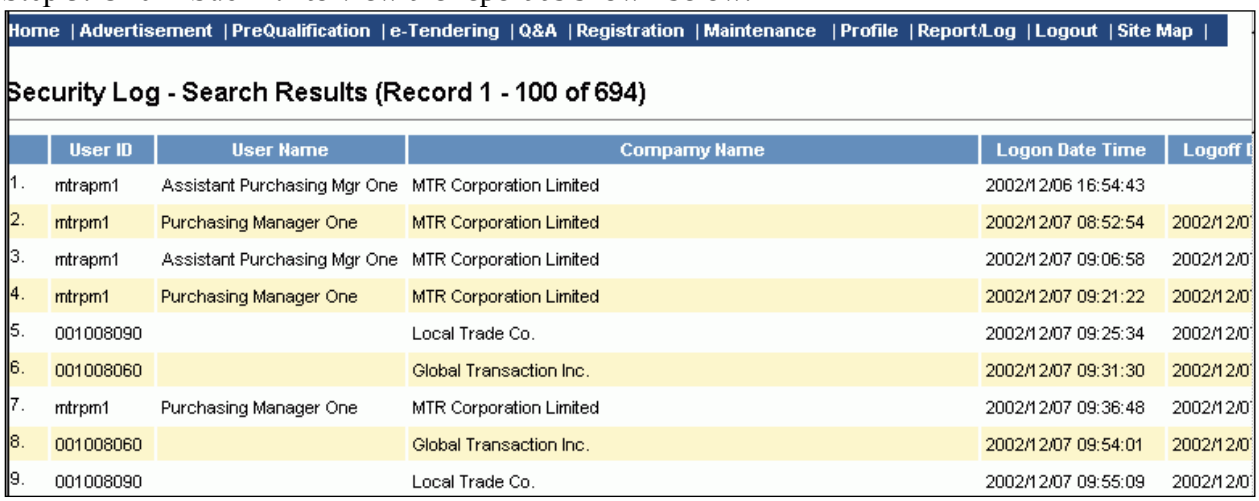
Q. Security Report

Step 1. Click the “Security Report” from the menu bar under “Report / Log”.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Security Log
To refine your search results, select filters below.
Logon Date
YYYY MM DD to 2003 01 15
User ID
User Name
Company Name
Submit
Reset

Step 2. Identify criteria for the required report. Select logon date range of the action taken. It could also be searched by User ID and User Name and Company Name.

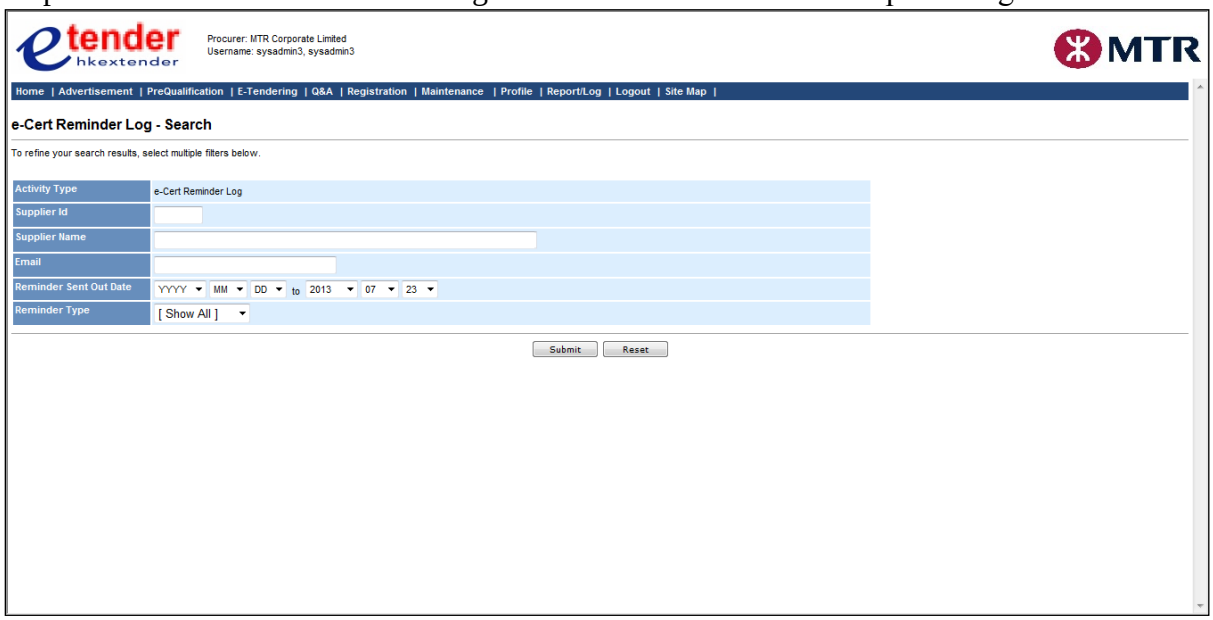
Step 3. Click “Submit” to view the report as shown below.


Home | Advertisement | PreQualification | e-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Security Log - Search Results (Record 1 - 100 of 694)

	User ID	User Name	Company Name	Logon Date Time	Logoff D
1.	mtrapm1	Assistant Purchasing Mgr One	MTR Corporation Limited	2002/12/06 16:54:43	
2.	mtrpm1	Purchasing Manager One	MTR Corporation Limited	2002/12/07 08:52:54	2002/12/0
3.	mtrapm1	Assistant Purchasing Mgr One	MTR Corporation Limited	2002/12/07 09:06:58	2002/12/0
4.	mtrpm1	Purchasing Manager One	MTR Corporation Limited	2002/12/07 09:21:22	2002/12/0
5.	001008090		Local Trade Co.	2002/12/07 09:25:34	2002/12/0
6.	001008060		Global Transaction Inc.	2002/12/07 09:31:30	2002/12/0
7.	mtrpm1	Purchasing Manager One	MTR Corporation Limited	2002/12/07 09:36:48	2002/12/0
8.	001008060		Global Transaction Inc.	2002/12/07 09:54:01	2002/12/0
9.	001008090		Local Trade Co.	2002/12/07 09:55:09	2002/12/0

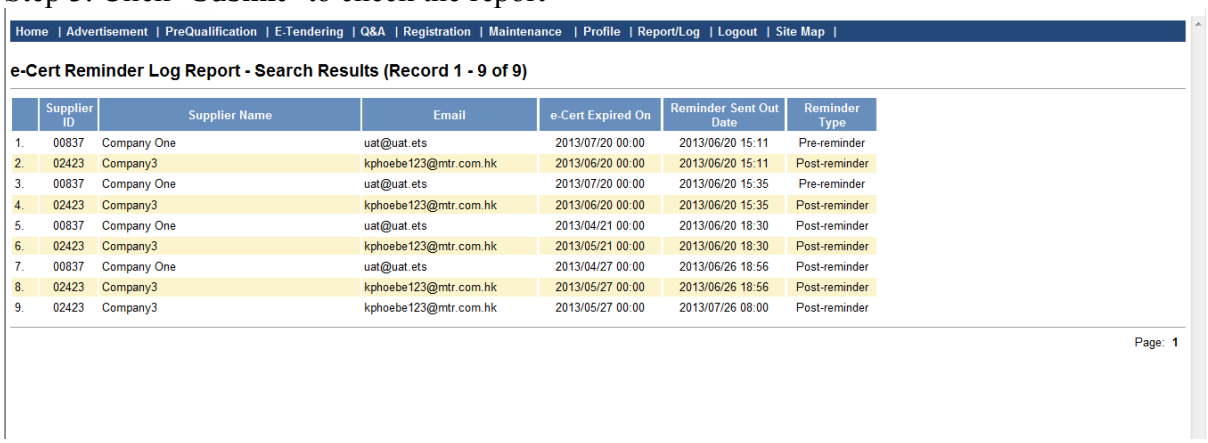
R. E-Cert Reminder Log

Step 1. Click the "E-cert reminder log" from the menu bar under "Report / Log".


etender
hkextender
Procurer: MTR Corporate Limited
Username: sysadmin3, sysadmin3
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
e-Cert Reminder Log - Search
To refine your search results, select multiple filters below.
Activity Type
e-Cert Reminder Log
Supplier Id
Supplier Name
Email
Reminder Sent Out Date
YYYY MM DD to 2013 07 23
Reminder Type
[Show All]
Submit
Reset

Step 2. Identify criteria for the required report.

Step 3. Click "Submit" to check the report


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
e-Cert Reminder Log Report - Search Results (Record 1 - 9 of 9)
Page: 1

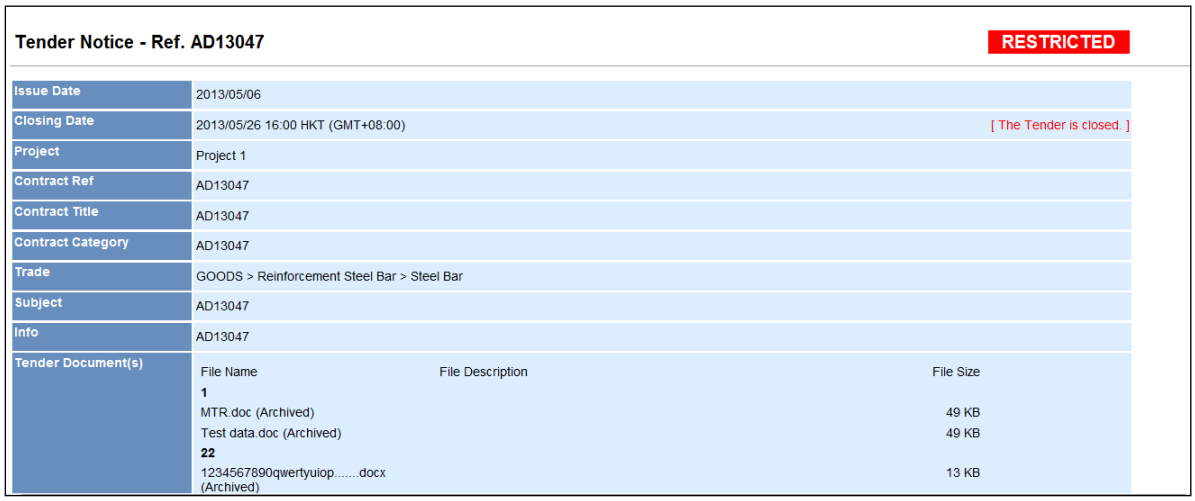
	Supplier ID	Supplier Name	Email	e-Cert Expired On	Reminder Sent Out Date	Reminder Type
1.	00837	Company One	uat@uat.ets	2013/07/20 00:00	2013/06/20 15:11	Pre-reminder
2.	02423	Company3	kphoebe123@mtr.com.hk	2013/06/20 00:00	2013/06/20 15:11	Post-reminder
3.	00837	Company One	uat@uat.ets	2013/07/20 00:00	2013/06/20 15:35	Pre-reminder
4.	02423	Company3	kphoebe123@mtr.com.hk	2013/06/20 00:00	2013/06/20 15:35	Post-reminder
5.	00837	Company One	uat@uat.ets	2013/04/21 00:00	2013/06/20 18:30	Post-reminder
6.	02423	Company3	kphoebe123@mtr.com.hk	2013/05/21 00:00	2013/06/20 18:30	Post-reminder
7.	00837	Company One	uat@uat.ets	2013/04/27 00:00	2013/06/26 18:56	Post-reminder
8.	02423	Company3	kphoebe123@mtr.com.hk	2013/05/27 00:00	2013/06/26 18:56	Post-reminder
9.	02423	Company3	kphoebe123@mtr.com.hk	2013/05/27 00:00	2013/07/26 08:00	Post-reminder

Note : There are two types in "Reminder types" column:

- Pre-reminder: will inform supplier e-cert to be expired before e-cert expiry day and on expiry day
- Post-reminder: will inform supplier e-cert has expired after e-cert expiry day.

XIV. Data Archiving

To vacate sufficient storage space for new tenders, outdated attachment files (with tender closing date exceeding 3 years) will be archived to Archival Server and not accessible via the Production Server. The archived document would be associated with the word (Archived) at the end of the filename.



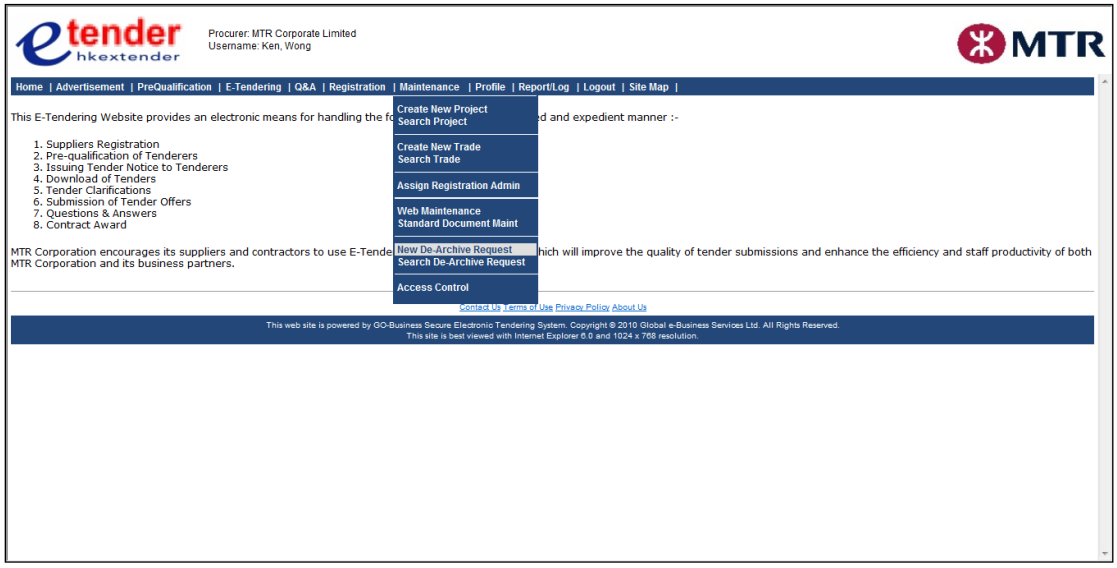
Tender Notice - Ref. AD13047 RESTRICTED

Issue Date	2013/05/06	
Closing Date	2013/05/26 16:00 HKT (GMT+08:00)	[The Tender is closed.]
Project	Project 1	
Contract Ref	AD13047	
Contract Title	AD13047	
Contract Category	AD13047	
Trade	GOODS > Reinforcement Steel Bar > Steel Bar	
Subject	AD13047	
Info	AD13047	
Tender Document(s)	File Name / File Description / File Size	
	1	
	MTR.doc (Archived)	49 KB
	Test data.doc (Archived)	49 KB
	22	
	1234567890qwertyuiop.....docx (Archived)	13 KB

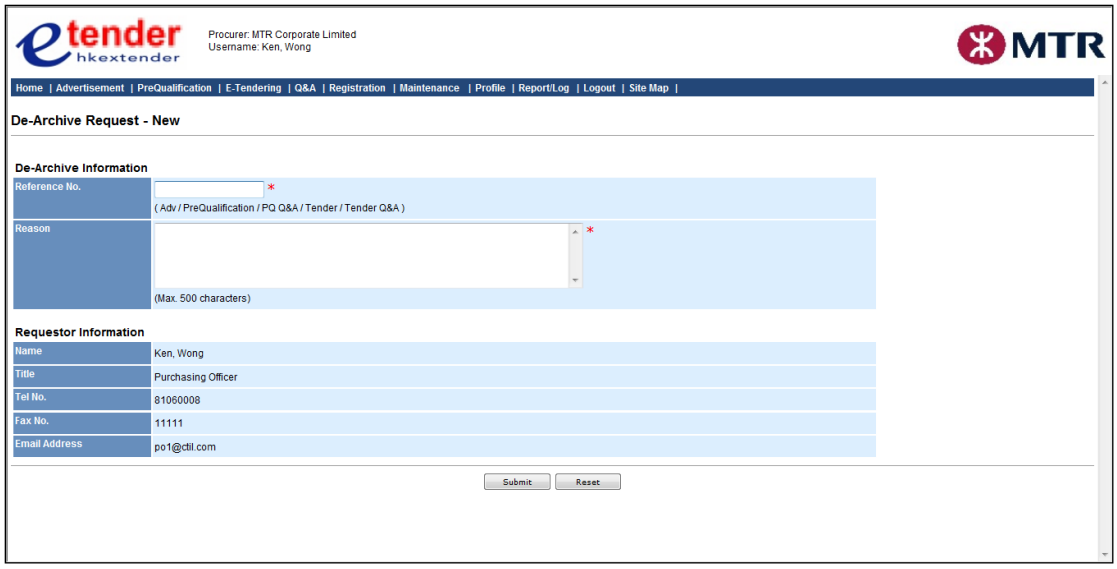
However, you may request to de-archive the archived attachment files to Production Server for reviewing and checking when needed.

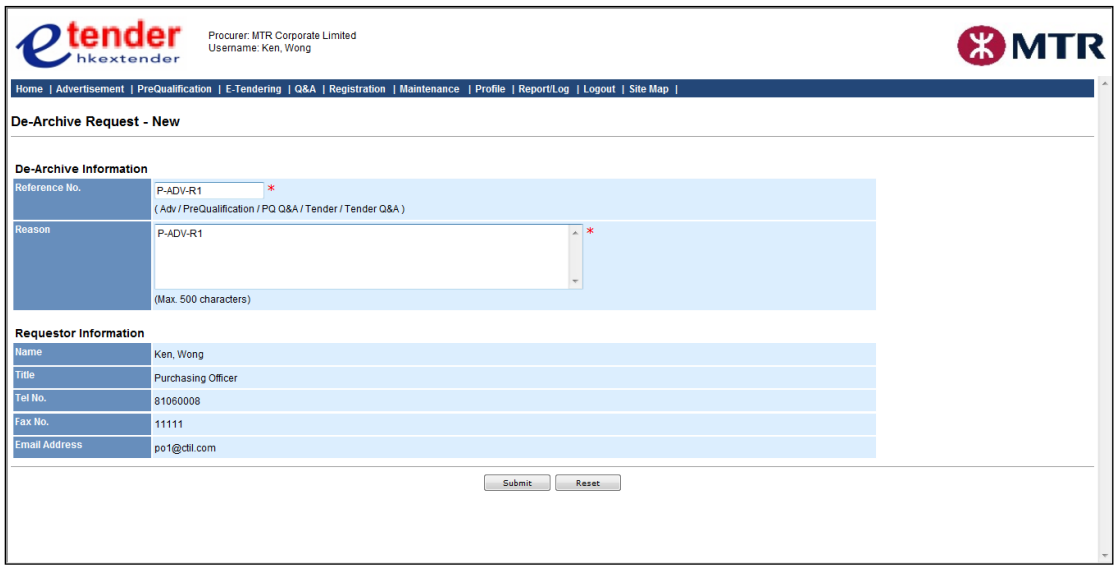
A. Submit De-Archive Request

Step 1. If you want to de-archive certain data, please log in the e-tendering system and click "New De-Archive Request" under "Maintenance" for request. This function is controlled by the access right of "Submit De-Archive Request" under "Data Archiving".

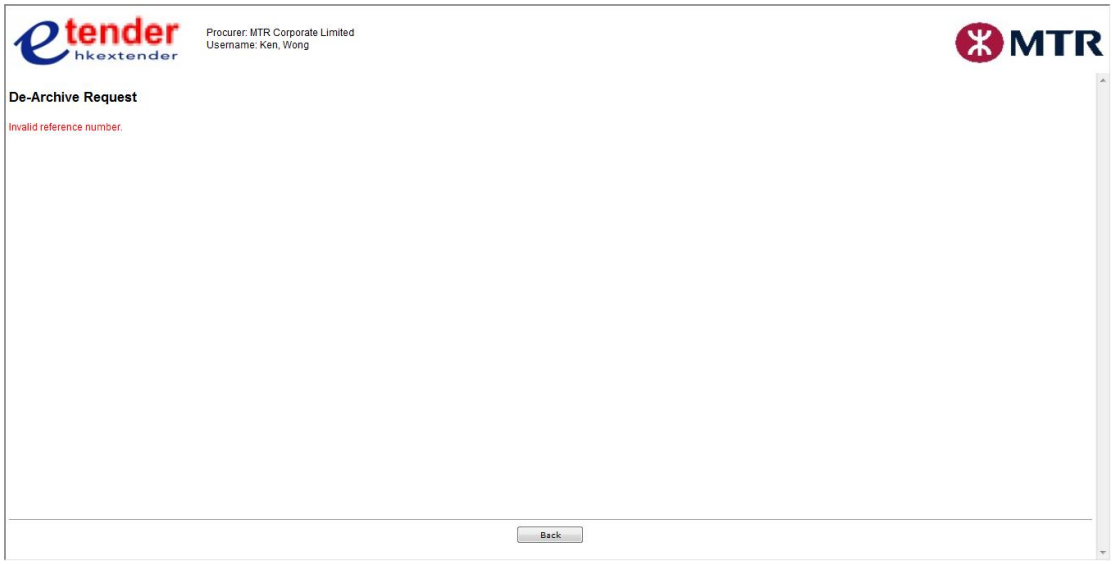

etender hkextender
Procurer: MTR Corporate Limited
Username: Ken, Wong
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Create New Project
Search Project
Create New Trade
Search Trade
Assign Registration Admin
Web Maintenance
Standard Document Maint
New De-Archive Request
Search De-Archive Request
Access Control
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award
Contact Us Terms of Use Privacy Policy About Us

Step 2. After click, the following page will be shown: Please type the certain ref- (Adv / PreQualification / PQ Q&A / Tender / Tender Q&A) in the field

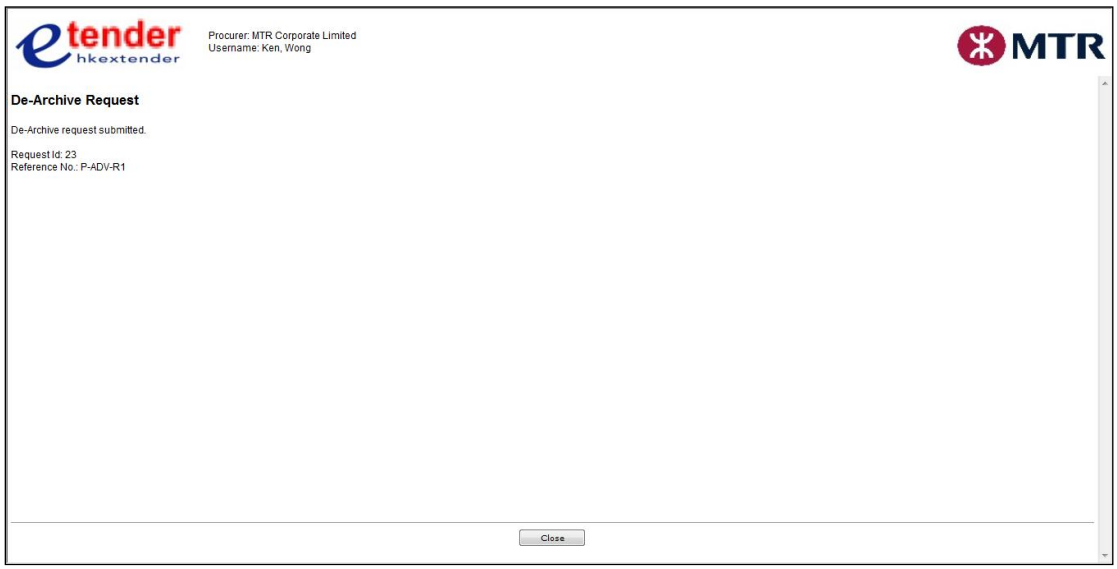




If the ref does not exist in the data which already archived, after click “Submit”, the page will be shown:

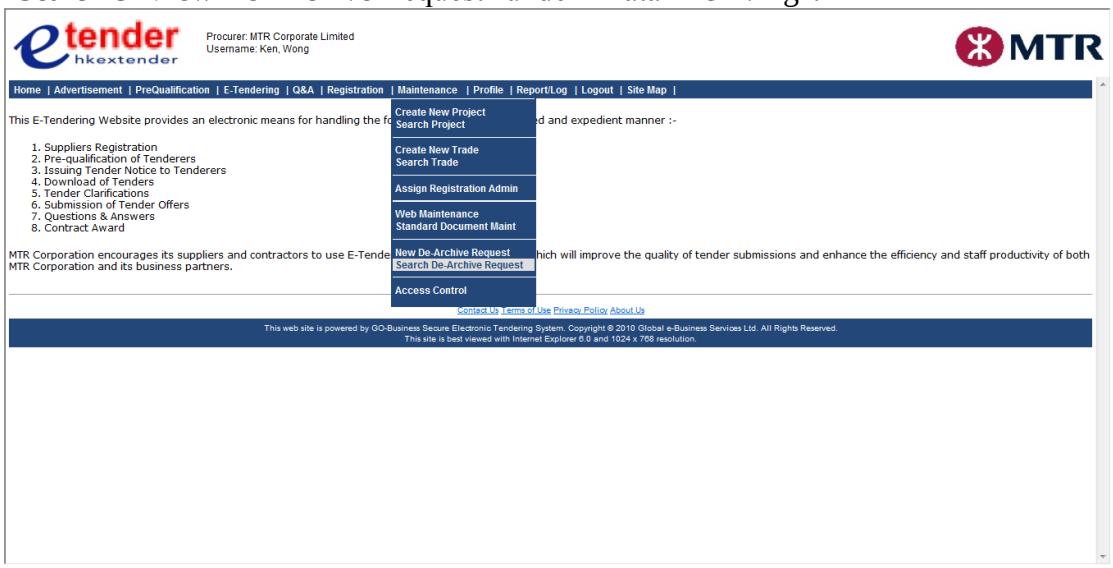


If the ref does exist in the data which already archived, after click “Submit” the page will be shown:

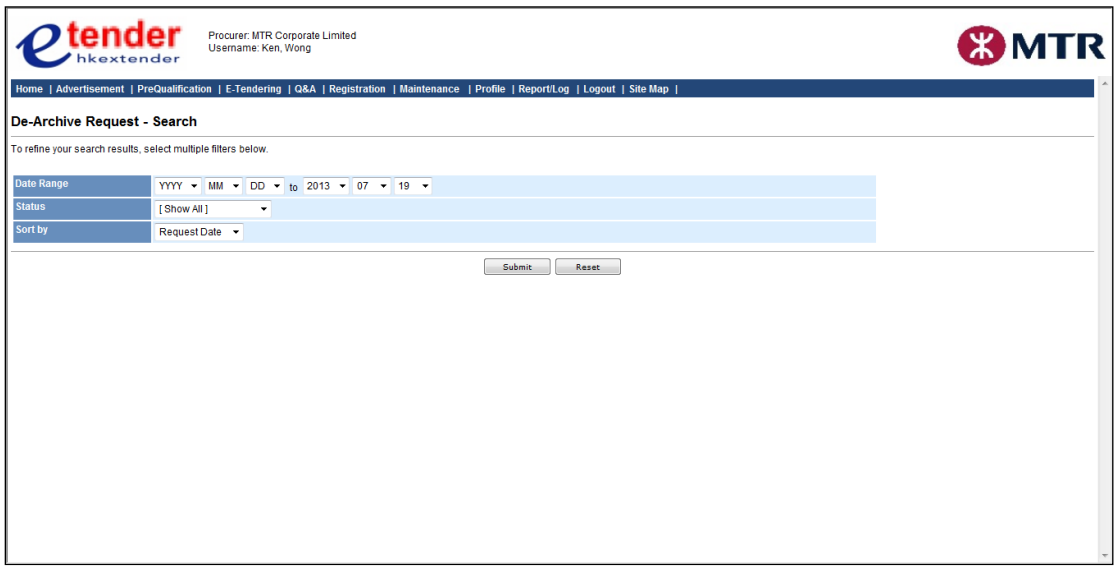


B. Search & View De-Archive Request

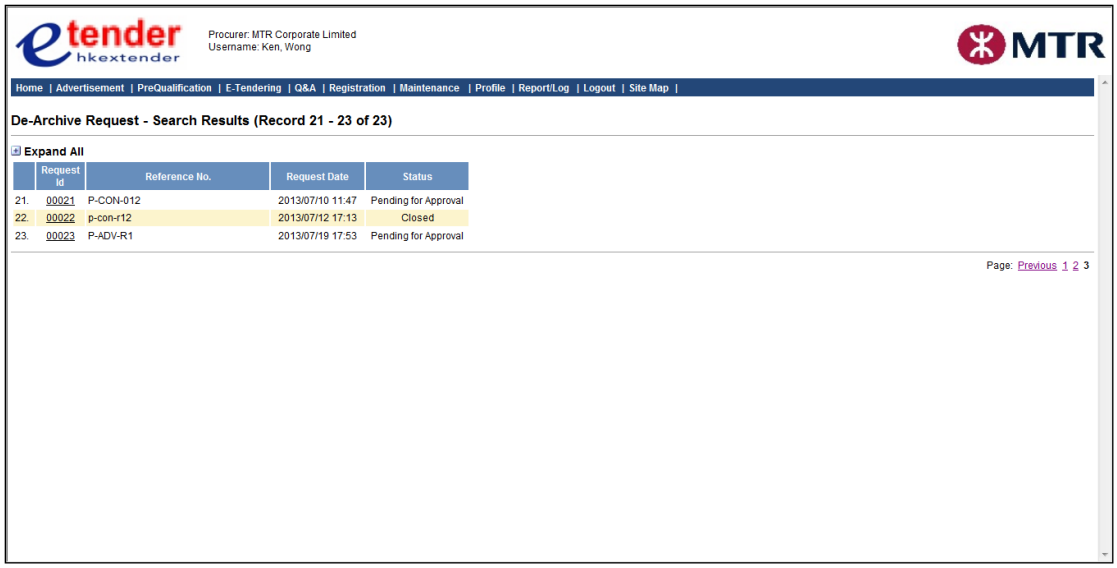
Step 1. If you want to search and view de-archive request, you can search by click “Search De-Archive Request” under “Maintenance”. This function is controlled by the access right of "Search & View De-Archive Request" under “Data Archiving”.

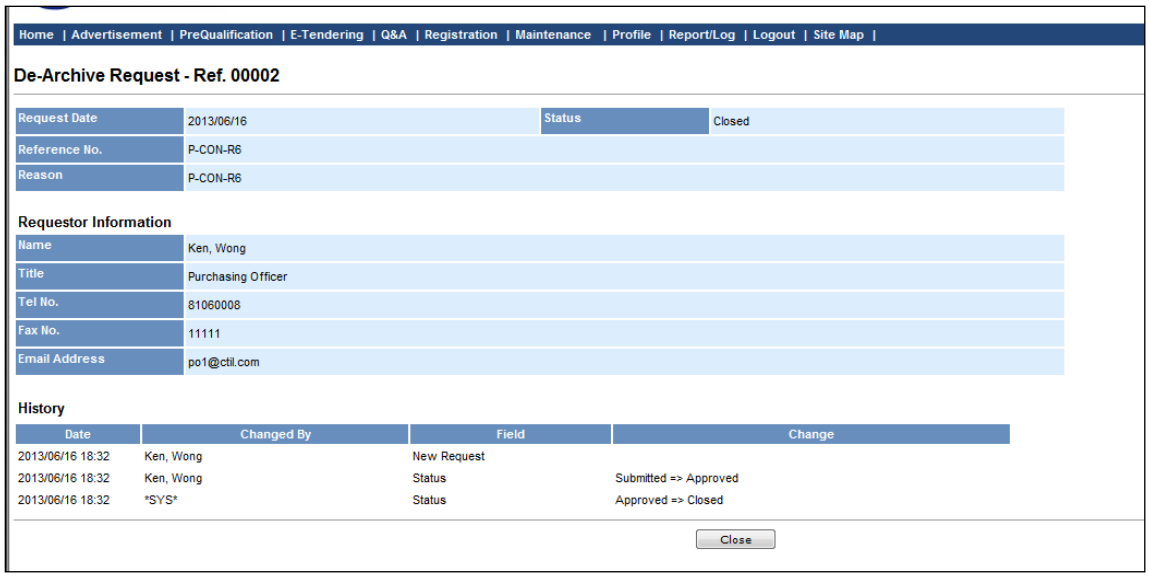

Procurer: MTR Corporate Limited
Username: Ken, Wong
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
Create New Project
Search Project
Create New Trade
Search Trade
Assign Registration Admin
Web Maintenance
Standard Document Maint
New De-Archive Request
Search De-Archive Request
Access Control
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award

Step 2. Input search criteria like date range, status etc. and sorting order. Click “Submit” button.


Procurer: MTR Corporate Limited
Username: Ken, Wong
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
De-Archive Request - Search
To refine your search results, select multiple filters below.
Date Range
Status
[Show All]
Sort by
Request Date
Submit
Reset

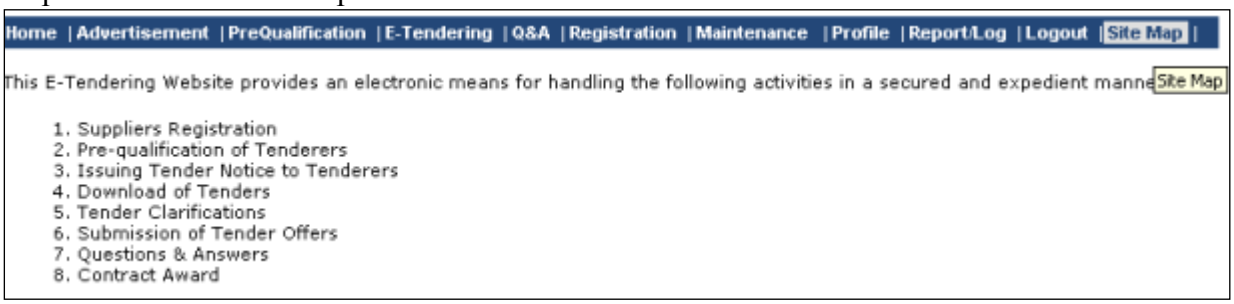
Step 3. Click the ID to view detail information about this request


etender
hkextender
Procurer: MTR Corporate Limited
Username: Ken, Wong
MTR
Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
De-Archive Request - Search Results (Record 21 - 23 of 23)
Expand All
Request Id
Reference No.
Request Date
Status
21. 00021 P-CON-012 2013/07/10 11:47 Pending for Approval
22. 00022 p-con-r12 2013/07/12 17:13 Closed
23. 00023 P-ADV-R1 2013/07/19 17:53 Pending for Approval
Page: Previous 1 2 3

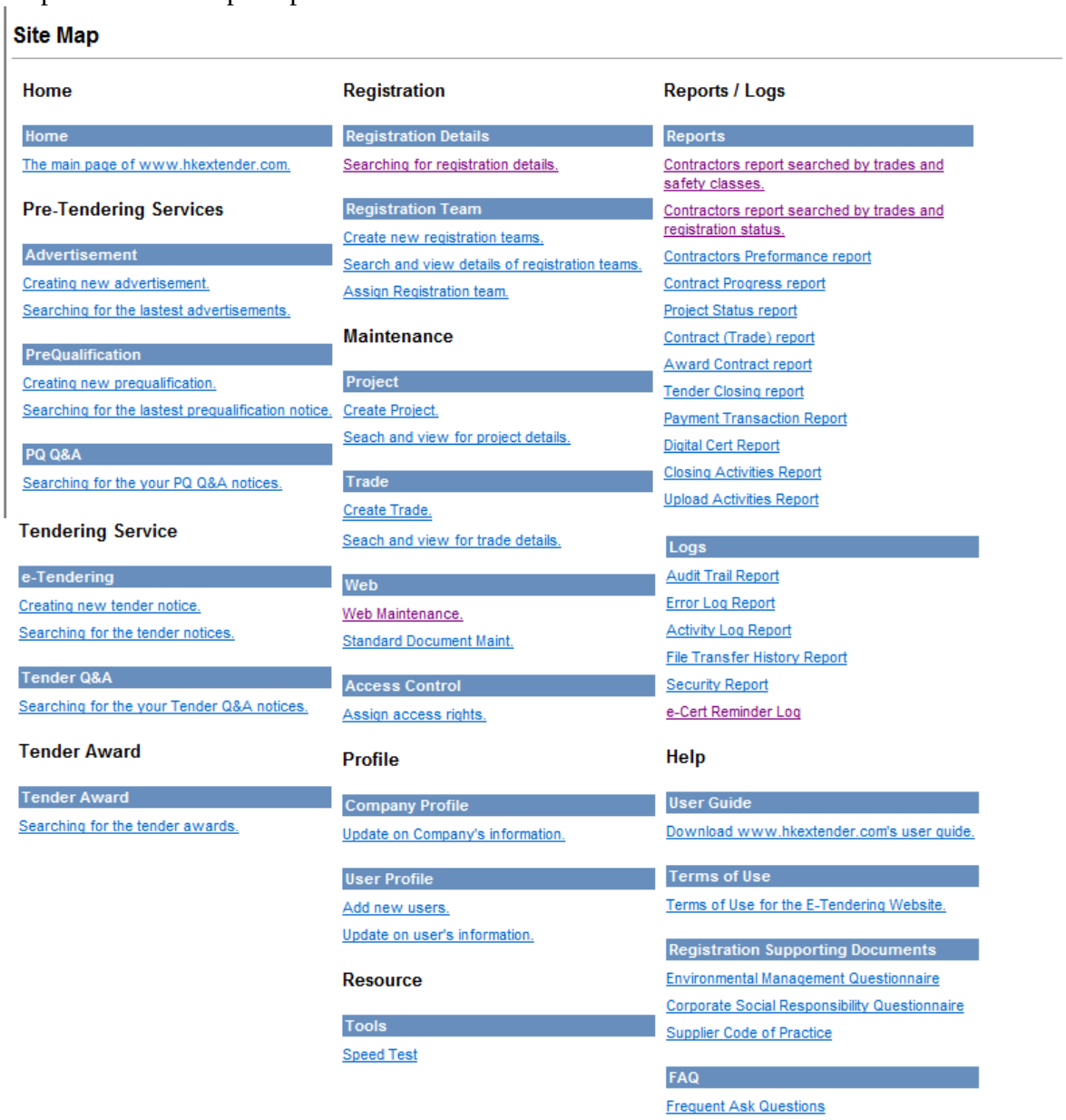

Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
De-Archive Request - Ref. 00002
Request Date 2013/06/16
Status Closed
Reference No. P-CON-R6
Reason P-CON-R6
Requestor Information
Name Ken, Wong
Title Purchasing Officer
Tel No. 81060008
Fax No. 11111
Email Address po1@ctil.com
History
Date
Changed By
Field
Change
2013/06/16 18:32 Ken, Wong New Request
2013/06/16 18:32 Ken, Wong Status Submitted => Approved
2013/06/16 18:32 *SYS* Status Approved => Closed
Close

XV. Site Map

Step 1. Click the “Site Map” from the menu bar.


Home | Advertisement | PreQualification | E-Tendering | Q&A | Registration | Maintenance | Profile | Report/Log | Logout | Site Map |
This E-Tendering Website provides an electronic means for handling the following activities in a secured and expedient manne
Site Map
1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award

Step 2. The site map for procurer is as shown below.



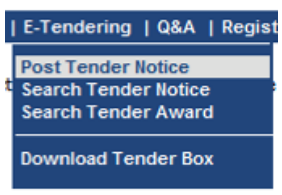
XVI. Access Right Matrix

				General Procurement							Operations/Project							
Procurer User Title				Purchasing Manager	Senior Purchasing Officer	Purchasing Officer	Assistant Purchasing Officer	Purchasing Assistant	Secretary (GP)	Admin. Team	CAM	SCE	CEI	CEII	ACE	AA & Secretary (OPS/PRJ)	Secretary of Tender Board	System Administrator
Procurer Administration	Procurer Profile	1.1.1	Update MTRC Info															X
		1.1.2	Create New User							X								X
		1.1.3	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		1.1.4	Modify & Delete															X
		1.1.5	Change Password															X
Supplier / Sub-Contractor Registration Information Record	New Registration (Pending for Processing List)	2.1.1	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
		2.1.2	Download Job Ref attachment	X	X	X	X	X		X	X	X	X	X	X			
		2.1.3	Modify & Update Info.	X	X	X	X	X		X	X	X	X	X	X	X		
		2.1.4	Assign Trade	X	X	X	X				X	X	X	X	X			
		2.1.5	Assign Registration Team							X								
		2.1.6	Change Status (pending for verify -> Verified)	X	X	X	X				X	X	X	X	X			
		2.1.7	Change Status (Verified -> Approved)	X	X	X					X							
		2.1.8	Export	X	X	X	X	X	X	X	X	X	X	X	X	X		
		2.2.8	Update Email Address							X								
		2.2.9	Update Cert Type							X								
	Approval List (Full List)	2.2.1	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
		2.2.2	Export	X	X	X	X	X	X	X	X	X	X	X	X	X		
		2.2.3	Modify & Update	X	X	X	X	X	X	X	X	X	X	X	X	X		
		2.2.4	Amendment Approval	X		X				X	X							
		2.2.5	Resend Password	X	X	X	X	X	X	X	X	X	X	X	X			
		2.2.6	Approved <=> Expired	X	X	X	X			X	X	X	X	X	X			
		2.2.7	Approved <=> Suspend	X	X	X	X			X	X	X	X	X	X			
Project & Trade & Team	Project	3.1.1	Create New	X	X	X	X				X	X	X	X	X			
		3.1.2	Modify Existing	X	X	X	X				X	X	X	X	X			
		3.1.3	Delete Existing															
		3.1.4	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Trade	3.2.1	Create New							X	X	X	X	X	X			
		3.2.2	Modify Existing							X	X	X	X	X	X			
		3.2.3	Delete Existing															
		3.2.4	Search, View & Export	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Team	3.3.1	Create New	X	X	X	X			X	X	X	X	X	X			
		3.3.2	Modify Existing	X	X	X	X			X	X	X	X	X	X			
		3.3.3	Delete Existing															
		3.3.4	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
Advertisement & Contract	New Adv. Notice	4.4.1	Create & Post	X	X	X	X	X		X	X	X	X	X	X			
		4.4.2	Adv. Contractor List	X	X	X	X	X		X	X	X	X	X	X			
	Adv. Notice	4.1.3	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
		4.1.5	Suspend	X	X	X					X							
	Adv. Reply Box	4.1.4	View Interest List	X	X	X	X	X	X	X	X	X	X	X	X	X		
PreQualification	New PQ Notice	5.1.1	Post	X	X	X	X	X			X	X	X	X	X			
		5.1.2	PQ Contractor List	X	X	X	X	X			X	X	X	X	X			
		5.1.3	Review PQ	X	X	X	X	X			X	X	X					
		5.1.4	Create PQ Box	X	X	X	X				X							
	PQ Notice	5.2.1	Search & View	X	X	X	X	X	X	X	X	X	X	X	X	X		
		5.2.6	Postpone	X	X	X					X							
		5.2.5	Suspend	X	X	X					X							
		5.2.2	Answer PQ Clarification	X	X	X	X	X			X	X	X	X	X			
		5.2.3	Check & Amend PQ Contractor List	X	X	X	X	X		X	X	X	X	X	X			
		5.2.4	Check Status	X	X	X	X	X	X	X	X	X	X	X	X	X		
	PQ Box	5.3.1	Download PQ Box	X	X	X	X	X			X	X	X	X	X			
		5.3.2	Short List for Tender	X	X	X	X	X			X	X	X	X	X			
	PQ Q&A Box	13.1.1	Post	X	X	X	X	X			X	X	X	X	X			
		13.1.2	Review	X	X	X	X	X			X	X	X	X	X			
		13.1.3	Issue PQ Q&A	X	X	X	X	X			X	X	X	X	X			
		13.2.1	Search & View	X	X	X	X	X		X	X	X	X	X	X			
		13.2.2	Postpone	X	X	X	X	X			X	X	X	X	X			
		13.2.3	Suspend	X	X	X	X	X			X	X	X	X	X			
		13.2.4	Check Status	X	X	X	X	X		X	X	X	X	X	X			
		13.3.1	Download PQ Q&A Box	X	X	X	X	X			X	X	X	X	X			
		13.3.2	Disable PQ Q&A Box Download	X	X	X	X	X			X	X	X	X	X			
e-Tendering	New Tender Notice	6.1.1	Post	X	X	X	X	X			X	X	X	X	X			
		6.1.2	Tender List	X	X	X	X	X			X	X	X	X	X			
		6.1.3	Review	X	X	X	X	X			X	X	X					
		6.1.4	Create Tender Box	X	X	X	X				X							
	Tender Notice	6.2.1	Search	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
		6.2.2	Postpone	X	X	X					X							
		6.2.3	Suspend	X	X	X					X							
		6.2.4	Create Addendum	X	X	X	X				X	X	X	X	X			
		6.2.5	Post Addendum	X	X	X	X				X							
		6.2.6	Answer Clarification	X	X	X	X	X			X	X	X	X	X			
		6.2.7	Check & Amend Tenderer List	X	X	X	X	X		X	X	X	X	X	X			
		6.2.8	Check Status	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Tender Box	6.3.1	Download Tender Box														X	
		6.3.2	Disable tender box download															
		6.3.3	Post Contract Award Notice	X	X	X	X	X		X	X	X	X	X	X			
Q&A	New Q&A	7.1.1	Post	X	X	X	X	X			X	X	X	X	X			
		7.1.2	Review Q&A	X	X	X	X	X			X	X	X					
		7.1.3	Create Q&A Box / Issue Q&A	X	X	X	X				X							
	Q&A Notice	7.2.1	Search	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
		7.2.2	Postpone	X	X	X	X				X							
		7.2.3	Suspend	X	X	X	X				X							
		7.2.4	Check Status	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Q&A Box	7.3.1	Download Q&A Box														X	
		7.3.2	Disable Q&A Box download															
		7.3.3	Download non-tender Box Q&A	X	X	X	X	X			X	X	X	X	X			
		7.3.4	Update Gap List	X	X	X	X	X			X	X	X	X	X			
LOC	LOC	8.1.1	Post	X	X	X	X				X	X	X	X	X			
LOA	LOA	8.1.2	Post	X	X	X	X				X	X	X	X	X			
RFQ	New RFQ Notice		Post	NOT APPLICABLE														
			RFQ List															
			Review RFQ															
			Create RFQ Box															
	Tender Notice		Search															
			Postpone															
			Suspend															
			Create Addendum															
			Post Addendum															
			Answer Clarification															
			Check RFQ List															
			Check Status															
	Tender Box		Download RFQBox															
			Disable RFQ Download															
			Post RFQ Award Notice															
			Search RFQ Award Notice															
		10.1.1	Registration Approval Path															X
		10.1.2	Access control															X
		10.1.3	Web Maintenance (Upload Front Page, After Login's News Page, Questionnaire for Registration, etc)															X
		10.1.4	Document Maintenance							X								
	Report	11.1.1	Contractors (Trade, Safety)	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.2	Contractors (Trade, Status of Registration)	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.3	Contractor Performance Report	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.4	Contract Progress Report	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.5	Project Status Report	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.6	Contracts (Trade)	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.7	Award Contracts	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.8	Tender Closing							X	X	X	X	X	X	X	X	X
		11.1.9	Payment Transaction	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.10	Digital Cert Report	X	X	X	X	X	X	X	X	X	X	X	X	X		X
		11.1.11	Closing Activities Report							X								X
		11.1.12	Supplier Upload Activities Report							X								X
	Audit Log	12.1.1	Audit Trail															X
		12.1.2	Error Log															X
		12.1.3	Activity Log															X
		12.1.4	File Transferal Log															X
		12.1.5	Secutiry Log															X
		12.1.6	e-Cert Reminder Log							X								X
	Data Archiving	13.1.1	Data Archive Tools															X
		13.1.2	Submit De-Archive Request	X	X	X	X	X			X	X	X	X	X			X
		13.1.3	Search & View De-Archive Request	X	X	X	X	X	X		X	X	X	X	X	X		X
		13.1.4	Approve De-Archive Request															X

Appendix - Details flow for post Tender Notice

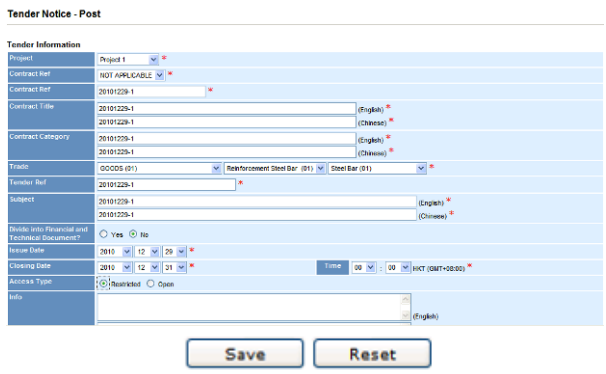
Scenario 1 - Post "Open" Tender Notice

Note: Button is restricted by Access Control List



Scenario 1 - Post "Open" Tender Notice

Display blank Tender Notice form with "Save" and "Reset" button



Note: Button is restricted by Access Control List

Enter Tender General Information, i.e. Tender Ref, Contract related details, Tender Subject, Issue & Closing Date, Access Type.

Save

Set Tender Stage to "Created"

Closing Date

Created

Yes

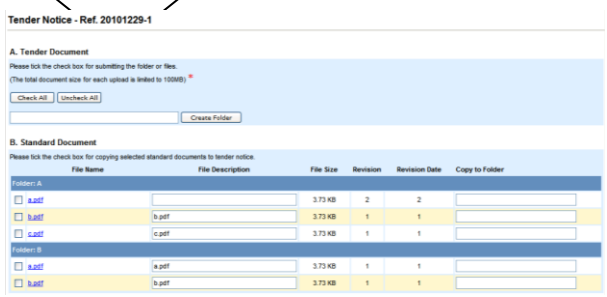
Is Open Tender

No

Scenario 2 - Post "Restricted" Tender Notice

1

Display Post Tender Document form with "Submit for Approval w/o Review", "Submit for Review", "Save" and "Reset" button



Upload Tender Document and Import Standard Document

For "Open" Tender Notice, "Submit for Approval w/o Review" and "Submit for Review" button will show on "Post Tender Document page" and "Update Tender Document page".

New!

Save

Submit for Approval w/o Review

Submit for Review

Tender Document

No

1

No

Tender Document

Yes

Yes

Set Tender Stage to "Reviewed"

Closing Date

Reviewed

Set Tender Stage to "Waiting for Review"

New!

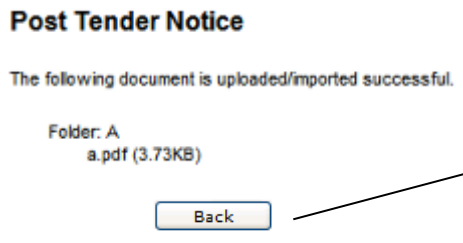
Closing Date

Waiting for Review

Send email to approver

Send email to reviewer

Display system message with "Back" button

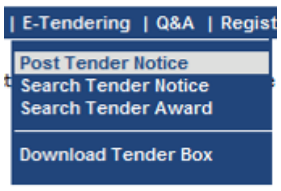


End

Scenario 3 - Update "Open" Tender Notice

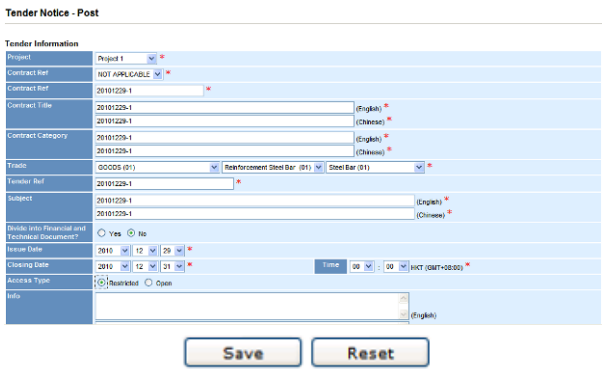
Scenario 2 - Post "Restricted" Tender Notice

User Right:
Department Head – E&P



Scenario 2 - Post "Restricted" Tender Notice

Display blank Tender Notice form with "Save" and "Reset" button



Enter Tender General Information, i.e. Tender Ref, Contract related details, Tender Subject, Issue & Closing Date, Access Type.

Save

Set Tender Stage to "Created"

Closing Date
Created

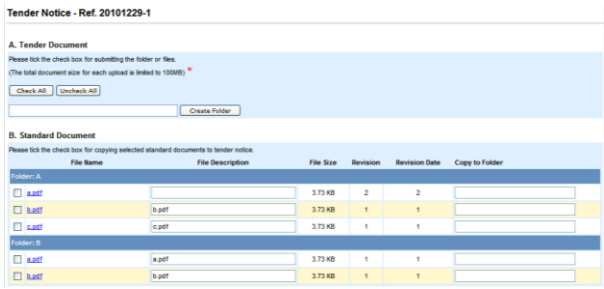
Is Open Tender

Yes

Scenario 1 - Post "Open" Tender Notice

No

Display Post Tender Document form with "Save" and "Reset" button



No

Tender Document

Save

Upload Tender Document and Import Standard Document

Yes

Display system message with "Tenderer List" and "Back" button

Post Tender Notice

The following document is uploaded/imported successful.

Folder: A
a.pdf (3.73KB)

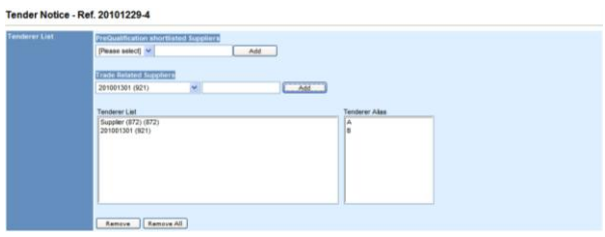
Tenderer List

Back

Scenario 4 - Update "Restricted" Tender Notice

Tenderer List

Display Tenderer List form with "Submit for Approval w/o Review", "Submit for Review", "Save" and "Close" button



Submit for Approval w/o Review | Submit for Review | Save | Close

For "Restricted" Tender Notice, "Submit for Approval w/o Review" and "Submit for Review" button will show on "Tenderer List" page" only.

Enter Tenderer List

New!

Submit for Approval w/o Review

Set Tender Stage to "Reviewed"

Closing Date
Reviewed

Send email to approver

Submit for Review

Set Tender Stage to "Waiting for Review"

New!

Closing Date
Waiting for Review

Send email to reviewer

Save

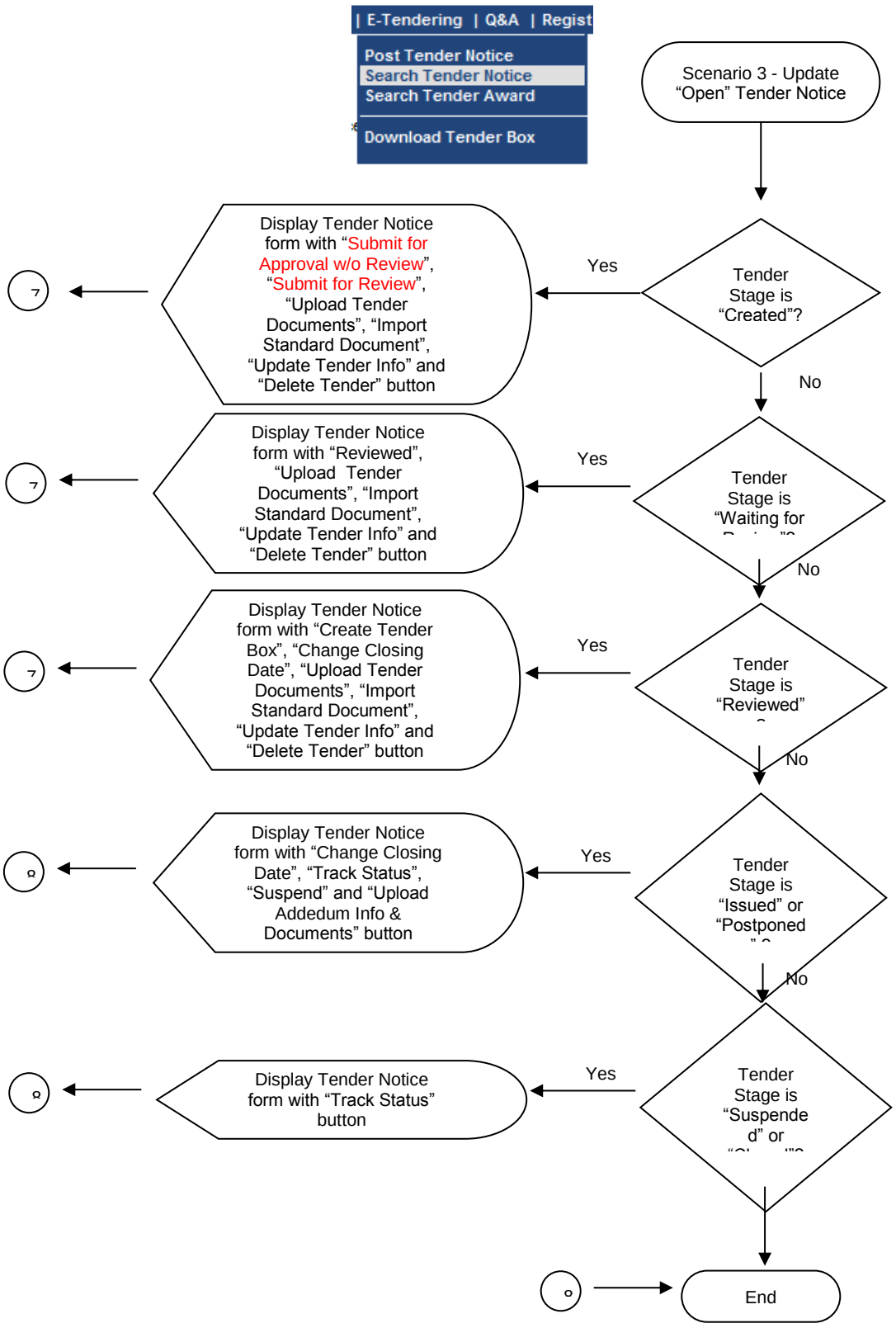
Tenderer

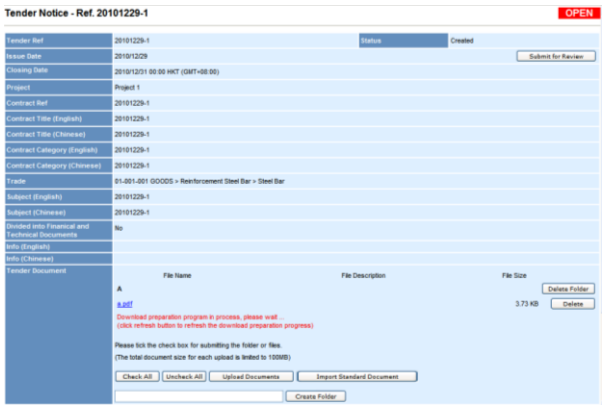
No

End

Scenario 3 - Update "Open" Tender Notice

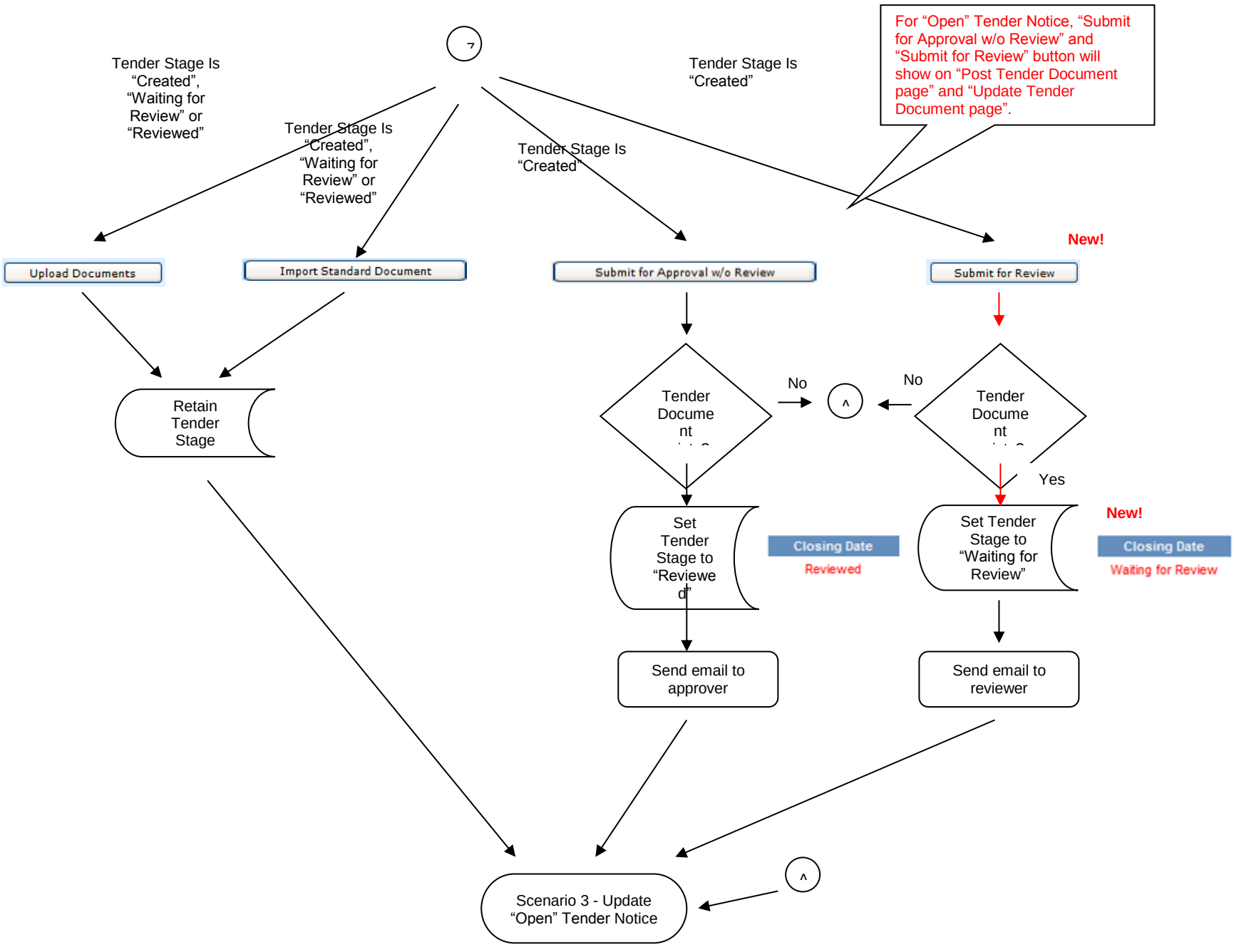
Note: Button is restricted by Access Control List


| E-Tendering | Q&A | Regist
Post Tender Notice
Search Tender Notice
Search Tender Award
Download Tender Box
Scenario 3 - Update "Open" Tender Notice
Tender Stage is "Created"?
Yes
Display Tender Notice form with "Submit for Approval w/o Review", "Submit for Review", "Upload Tender Documents", "Import Standard Document", "Update Tender Info" and "Delete Tender" button
No
Tender Stage is "Waiting for
Yes
Display Tender Notice form with "Reviewed", "Upload Tender Documents", "Import Standard Document", "Update Tender Info" and "Delete Tender" button
No
Tender Stage is "Reviewed"
Yes
Display Tender Notice form with "Create Tender Box", "Change Closing Date", "Upload Tender Documents", "Import Standard Document", "Update Tender Info" and "Delete Tender" button
No
Tender Stage is "Issued" or "Postponed
Yes
Display Tender Notice form with "Change Closing Date", "Track Status", "Suspend" and "Upload Addedum Info & Documents" button
No
Tender Stage is "Suspende d" or
Yes
Display Tender Notice form with "Track Status" button
End



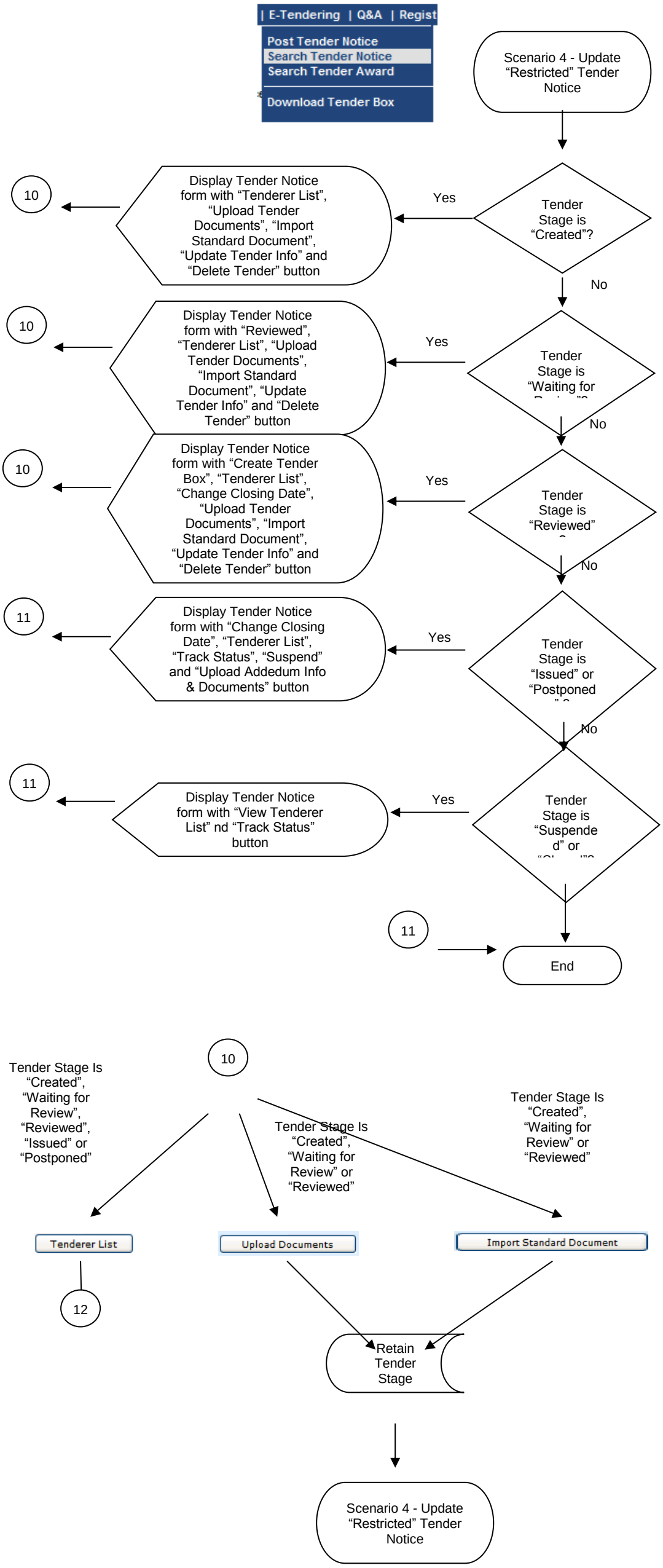
Scenario 3 - Update “Open” Tender Notice (Con’t)

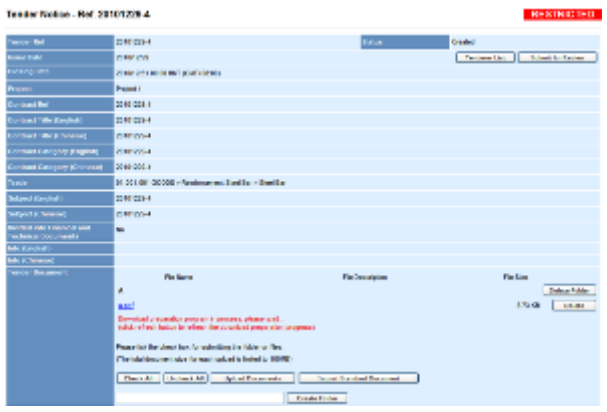
Note: Button is restricted by Access Control List


7
Tender Stage Is “Created”, “Waiting for Review” or “Reviewed”
Tender Stage Is “Created”, “Waiting for Review” or “Reviewed”
Tender Stage Is “Created”
Tender Stage Is “Created”
For “Open” Tender Notice, “Submit for Approval w/o Review” and “Submit for Review” button will show on “Post Tender Document page” and “Update Tender Document page”.
New!
Upload Documents
Import Standard Document
Submit for Approval w/o Review
Submit for Review
Retain Tender Stage
Tender Document
No
^
No
Tender Document
Yes
Set Tender Stage to “Reviewed”
Closing Date
Reviewed
Set Tender Stage to “Waiting for Review”
New!
Closing Date
Waiting for Review
Send email to approver
Send email to reviewer
^
Scenario 3 - Update “Open” Tender Notice

Scenario 4 - Update “Restricted” Tender Notice

Note: Button is restricted by Access Control List


| E-Tendering | Q&A | Regist
Post Tender Notice
Search Tender Notice
Search Tender Award
Download Tender Box
Scenario 4 - Update “Restricted” Tender Notice
Tender Stage is “Created”?
Yes
Display Tender Notice form with “Tenderer List”, “Upload Tender Documents”, “Import Standard Document”, “Update Tender Info” and “Delete Tender” button
10
No
Tender Stage is “Waiting for
Yes
Display Tender Notice form with “Reviewed”, “Tenderer List”, “Upload Tender Documents”, “Import Standard Document”, “Update Tender Info” and “Delete Tender” button
10
No
Tender Stage is “Reviewed”
Yes
Display Tender Notice form with “Create Tender Box”, “Tenderer List”, “Change Closing Date”, “Upload Tender Documents”, “Import Standard Document”, “Update Tender Info” and “Delete Tender” button
10
No
Tender Stage is “Issued” or “Postponed
Yes
Display Tender Notice form with “Change Closing Date”, “Tenderer List”, “Track Status”, “Suspend” and “Upload Addedum Info & Documents” button
11
No
Tender Stage is “Suspende d” or
Yes
Display Tender Notice form with “View Tenderer List” nd “Track Status” button
11
11
End
Tender Stage Is “Created”, “Waiting for Review”, “Reviewed”, “Issued” or “Postponed”
Tender Stage Is “Created”, “Waiting for Review” or “Reviewed”
Tender Stage Is “Created”, “Waiting for Review” or “Reviewed”
Tenderer List
Upload Documents
Import Standard Document
12
Retain Tender Stage
Scenario 4 - Update “Restricted” Tender Notice



Scenario 4 - Update "Restricted" Tender Notice (Con't)

Note: Button is restricted by Access Control List